

# Code of Conduct

Accepted: 4.01.2024

These rules and policies are subject to change. Changes will become effective immediately upon successful vote of adoption by the Board of Directors.

## Core Values

Protohaven supports a maker space that values:

**Inclusion:** We strive to create an environment where all feel welcome and are treated with dignity and respect.

**Empowerment:** We share our knowledge, resources, tools, and space to build the capacity of others.

**Collaboration:** We are a shared learning community that offers various levels of engagement to honor the creative aspirations of everyone.

**Agility:** We shift our focus and resources based on the needs of our members and the community.

**Sustainability:** We intentionally plan for the financial future of our organization and the environmental future of our planet.

## Community Guidelines

We ask that our members:

**Be Respectful:** Our students, members, instructors, Shop Techs, and partners bring with them a rich variety of experiences, perspectives, and aspirations. What brings us together is a shared interest in the process of making things. To create a welcoming, supportive environment, we ask each individual to treat one another with care and openness to diversity of race, gender, orientation, age, identity, and ability.

**Take Responsibility:** Protohaven is built around shared resources – space, tools, knowledge, and the community itself. To preserve these communal assets, each individual is asked to take responsibility for their own actions and to be mindful of how they impact those around them. We are each accountable for ourselves, and don't expect others to bear the costs of our actions.

**Help Out:** Protohaven is a public charity and is made possible only by people giving more than they take. In this spirit, we ask each individual to find opportunities to help each other, the organization, and our broader community. We also ask each individual to recognize that assistance is not always sought, to seek consent before providing aid, and to provide opportunity for others' work and discovery.

# Safety Rules

Report all injuries and incidents:

- Immediately report all accidents, injuries, or incidents to the nearest Protohaven Shop Tech or Instructor.
- Immediately discontinue use of the tool(s) or equipment if it becomes unsafe, damaged, or is not working properly. Notify the nearest Protohaven Shop Tech.

Safe conduct:

- Use the space and equipment safely and leave the space and equipment in clean and working condition.
- Work and behave in a way that protects your own safety and the safety of others.
- Children under the age of 18 must be accompanied and supervised by an adult at all times.
- Ask for help when you are uncertain how to use equipment.

Prepare:

- Safety is your top priority when using the makerspace. If you are not sure what to do, ask.
- Be aware of locations of emergency exits, first aid, fire, and safety equipment.
- Never use a tool unless you have been trained to use it safely and have received the appropriate clearance(s).
- Use a step stool to reach extension cords or tools which are out of reach. Do not climb on tables or chairs to reach for something.
- Do not work when tired, in a hurry, or under the influence of drugs, alcohol, or other judgment-altering substances.
- Do not cause a distraction, fool around, or startle anyone while either one of you is using a tool or equipment.
- Use protective gear and dress right.
- Do not wear loose-fitting clothing around moving or rotating machinery.
- Remove ties, jewelry, lanyards, etc., especially around moving or rotating machinery.
- Tie back long hair.
- Wear suitable gloves when handling hot objects or sharp-edged items. Do not wear gloves around spinning equipment.
- Wear goggles where deemed necessary.
- Wear appropriate ear protection when using or around loud equipment.

- Obey special machine guidelines when available.

Use tools correctly:

- Use tools how they are designed to be used.
- Never use a broken tool. Report any broken tools or machinery to a Protohaven Shop Tech immediately.
- Do not remove tools from Protohaven premises.
- Never walk away from a tool that is still on or spinning down.
- Never tamper with a tool's safety features. Operate machinery according to recommended procedures and with safety guards in place, as applicable.
- Do not modify Protohaven tools or equipment unless you have received approval from Protohaven staff or leadership to do so.

Clean up:

- Clean up after yourself; leave the area clean and tidy.
- Clean and return all tools to where you got them.
- Shut off and unplug machines when cleaning.
- Never use a rag near moving machinery.
- Use a brush, hook, or a special tool to remove chips, shavings, etc., from the work area. Never use your hands.
- Keep fingers clear of the point of operation of machines by using special tools or devices, such as push sticks, hooks, pliers, etc.
- Keep the floor around machinery clean, dry, and free from trip hazards.
- Clean up spills immediately and put a chair or cone over them if they are wet enough to cause someone to slip.

## Non-Discrimination Policy

Protohaven does not promote or discriminate against any person, population group, or organization with regard to categories protected by applicable United States law. These include, but are not limited to race, color, religion, sex, gender identity and expression, physical appearance, language, education background, national origin, age, disability, and veteran status.

## Anti-Harassment Policy

Harassment is prohibited and will not be tolerated. Any person who feels they have been the victim of harassment should ask the harasser to cease the behavior if they feel safe doing so. Members or guests asked to stop any harassing behavior are expected to comply immediately. Harassment includes the following, without limitation:

- Offensive comments related to race, religion, gender, gender identity and expression, sexual orientation, disability, or physical appearance
- Gratuitous sexual or obscene images or behavior
- Unwelcome physical contact or sexual attention without consent or after a request to stop
- Threats or incitement of violence towards any individual, including encouraging a person to engage in self-harm
- Deliberate intimidation by words, gestures, body language, or menacing behavior
- Stalking
- Harassing photography or recording, including logging online activity for harassment purposes
- Continued one-on-one contact or communication after requests to cease
- Deliberate “outing” of a sensitive aspect of a person’s identity without their consent
- Deliberate misgendering. This includes deadnaming or persistently using a pronoun that does not correctly reflect a person's gender identity

## Formal Complaints

The formal complaint process exists for members to request a discussion be held by the Board of Directors regarding specific actions of another member. Members are expected to discuss their complaints in a calm and polite manner. Mediation is available to resolve issues without the need of a formal complaint.

- Formal complaints against another member must be submitted, in writing, to the Board of Directors or to any member of the Board of Directors. The complaint must have two parts outlined at minimum, a “Complaint” part and a “Recommended Solution” part.
- The Board of Directors will consider the complaint at the next, appropriate meeting. Identifying information will be scrubbed from meeting minutes, and documentation of the complaint will be appropriately logged in Neon.
- The board reserves the right to address the conduct as they deem most appropriate and violators will be notified in writing.

## Code of Conduct Violations

Any member or guest who violates any part of the Protohaven Code of Conduct will be asked to stop or leave. Violations will be logged in the member’s Neon profile by a Protohaven Shop Tech, Staff, or Board of Director Member. Based on the frequency or severity of the violation(s), Protohaven Board of Directors reserve the right to suspend or terminate the violator’s membership. Notice of suspension or termination will be made in writing. Unsafe use of tools or equipment may also result in removal of clearances, requiring remedial training via classes or private instruction at the violator’s expense.

Members may appeal a suspension or termination of membership in writing to the Board of Directors within 30 calendar days of receipt of notification. Membership will remain in suspension

or termination until the appeal is closed.

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