

Code of Conduct

Purpose

A primary goal of The Studio is to be inclusive to the largest number of participants, with the most varied and diverse backgrounds possible. As such, we are committed to providing a friendly, safe and welcoming environment for all, regardless of gender, sexual orientation, age, ability, ethnicity, socioeconomic status, and religion (or lack thereof).

This code of conduct outlines our expectations for all those who participate in our community, as well as the consequences for unacceptable behaviour.

If you have a team working from The Studio, make sure each team member (including employees and contractors) are made aware of and agree to this Code of Conduct. You (the founder) will be made responsible for any violation of this Code of Conduct made by your team members. A violation from a team member may result in the whole team being put on probation and/or banned from The Studio.

Expected Behaviour

All The Studio resident and community members and visitors must:

- Be considerate, respectful and collaborative.
- Refrain from demeaning, discriminatory, or harassing behaviour and speech, in person or online.
- Be mindful of their surroundings and of their fellow residents and visitors of The Studio. Alert The Studio management if immediately if they notice a dangerous situation, someone in distress, or violations of this Code of Conduct, even if they seem inconsequential.
- Remember that The Studio may be shared with members of the public; please be respectful to all patrons who may be in the office at any period of time.

Unacceptable Behaviour

We do not tolerate harassment of any residents or visitors in any form. Sexual language or imagery is not appropriate in any part of the office. Residents or visitors violating these rules may be banned from further participation in The Studio.

Harassment includes offensive verbal comments related to gender, sexual orientation, disability, gender identity, age, race, religion, the use or display of sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography or recording, inappropriate physical contact, and unwelcome sexual attention. Residents or visitors asked to stop any harassing behaviour are expected to comply immediately.

The following behaviours will not be tolerated at The Studio:

- Violence, threats of violence or violent language directed against another person.

- Sexist, racist, homophobic, transphobic, ableist or otherwise discriminatory jokes and language.
- Posting or displaying sexually explicit or violent material – either online or in presentations.
- Posting or threatening to post other people’s personally identifying information in an inappropriate fashion.
- Personal insults, particularly those related to gender, sexual orientation, race, religion, or disability.
- Inappropriate photography or recording.
- Inappropriate physical contact. You should have someone’s consent before touching them.
- Unwelcome sexual attention. This includes, sexualised comments or jokes; inappropriate touching, groping, and unwelcome sexual advances, regardless of the genders involved.
- Deliberate intimidation, stalking or following (online or in person).
- Consistent interrogation.
- Advocating for or encouraging any of the above behaviour.
- Sustained disruption of community events, including talks and presentations, or participation that generates a large number of complaints.

Consequences of Unacceptable Behaviour

Unacceptable behaviour from any The Studio resident, team member or visitor of The Studio will not be tolerated.

Unacceptable behaviour towards The Studio staff will not be tolerated.

Anyone asked to stop unacceptable behaviour is expected to comply immediately.

If a The Studio resident engages in unacceptable behaviour, we may take any action deemed appropriate, up to and including a temporary ban or permanent ban from participation in The Studio.

Acceptable Behaviour

Security Cameras

Whilst on the The Studio premises you will be recorded by closed circuit television for security purposes. There are cameras located on each floor and record at all times to monitor for any theft, trespass or unauthorised behaviour of Residents or Guests on the premises. The Studio staff may inspect the footage on the cameras at any time if they deem necessary.

“Poaching” of Employees from Other Residents

The Studio is built on an environment of collaboration and skill sharing. We also respect each individual’s ability to choose who they work with, and the ability of startups to adequately incentivise their employees to stay with them.

Because of the above, we have no objection to employees moving between startups in The Studio, but do ask our residents to do so with immense respect to the collaborative spirit we’re trying to foster.

Meeting Room Bookings

We expect our residents to respect other residents who would like to use our meeting rooms, which are in high demand. All meeting room bookings must be limited as specified. Management will monitor meeting room bookings and may cancel inappropriate bookings, and suspend residents from bookings if the rule is repeatedly broken.

Reporting Guidelines

If you are subject to or witness unacceptable behaviour, or have any other concerns, please notify us as soon as possible by emailing management@thestudio.org.au. If you are working for a startup in The Studio, please also notify the founder/CEO.

Scope

We expect all The Studio residents or visitors to abide by this Code of Conduct in all online The Studio platforms and in-person—as well as in all one-on-one communications pertaining to The Studio residents.

This code of conduct and its related procedures also applies to unacceptable behaviour occurring outside the The Studio office when such behaviour has the potential to adversely affect the safety and well-being of any The Studio resident.

Contact info

management@thestudio.org.au

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Portions of text derived from the Open Source Code of Conduct and Google's event code of conduct.

Code of Conduct Policy as at 1st June 2017

with thanks to Fishburners