



Creatorspace

Nondiscrimination/Anti-Harassment Policy and Complaint Procedure

January 4, 2018

Objective

Creatorspace strives to create and maintain an environment in which people are treated with dignity, decency and respect. This environment should be characterized by mutual trust and the absence of intimidation, oppression and exploitation. Members should be able to make and learn in a safe, yet stimulating atmosphere. The accomplishment of this goal is essential to the mission of the space. For that reason, Creatorspace will not tolerate unlawful discrimination or harassment of any kind.

Creatorspace has developed this policy to ensure that all its members can work in an environment free from unlawful harassment, discrimination and retaliation. Creatorspace will make every reasonable effort to ensure that all concerned are familiar with these policies and are aware that any complaint in violation of such policies will be investigated and resolved appropriately.

All members, regardless of their positions, are covered by and are expected to comply with this policy and to take appropriate measures to ensure that prohibited conduct does not occur. Appropriate action will be taken against any member who violates this policy. Based on the seriousness of the offense, action may include verbal reprimand or termination of membership.

Any member who has questions or concerns about these policies should talk with someone on the Board of Directors.

These policies should not, and may not, be used as a basis for excluding or separating individuals of a particular gender, or any other protected characteristic, from participating in makerspace-related social activities or discussions. In other words, no one should make the mistake of engaging in discrimination or exclusion to avoid allegations of harassment. The law and the policies of Creatorspace prohibit disparate treatment on the basis of sex or any other protected characteristic, with regard to terms, conditions, privileges and perquisites of membership. The prohibitions against harassment, discrimination and retaliation are intended to complement and further those policies, not to form the basis of an exception to them.

Equal opportunity

It is the policy of Creatorspace to ensure equal membership opportunity without discrimination or harassment on the basis of race, color, religion, sex, sexual orientation, gender identity or expression, age, disability, marital status, citizenship, national origin, genetic information, or any other characteristic protected by law. Creatorspace prohibits any such discrimination or harassment.

Retaliation



Creatorspace encourages reporting of all perceived incidents of discrimination or harassment. It is the policy of Creatorspace to promptly and thoroughly investigate such reports. Creatorspace prohibits retaliation against any individual who reports discrimination or harassment or participates in an investigation of such reports.

Sexual harassment

Sexual harassment constitutes discrimination and is illegal under federal, state and local laws. For the purposes of this policy, “sexual harassment” is defined, as in the Equal Employment Opportunity Commission (EEOC) Guidelines, as unwelcome sexual advances, requests for sexual favors and other verbal or physical conduct of a sexual nature when, for example: a) submission to such conduct is made either explicitly or implicitly a term or condition of an individual’s membership, access or participation, b) submission to or rejection of such conduct by an individual is used as the basis for membership or other decisions affecting such individual, or c) such conduct has the purpose or effect of unreasonably interfering with an individual’s activities or creating an intimidating, hostile or offensive working environment.

Title VII of the Civil Rights Act of 1964 recognizes two types of sexual harassment: a) quid pro quo and b) hostile work environment. Sexual harassment may include a range of subtle and not-so-subtle behaviors and may involve individuals of the same or different gender. Depending on the circumstances, these behaviors may include unwanted sexual advances or requests for sexual favors; sexual jokes and innuendo; verbal abuse of a sexual nature; commentary about an individual’s body, sexual prowess or sexual deficiencies; leering, whistling or touching; insulting or obscene comments or gestures; display in the space of sexually suggestive objects or pictures; and other physical, verbal or visual conduct of a sexual nature.

Harassment

Harassment on the basis of any other protected characteristic is also strictly prohibited. Under this policy, harassment is verbal, written or physical conduct that denigrates or shows hostility or aversion toward an individual because of his or her race, color, religion, sex, sexual orientation, gender identity or expression, national origin, age, disability, marital status, citizenship, genetic information, or any other characteristic protected by law, or that of his or her relatives, friends or associates, and that: a) has the purpose or effect of creating an intimidating, hostile or offensive work environment, b) has the purpose or effect of unreasonably interfering with an individual’s performance at the space, or c) otherwise adversely affects an individual’s membership opportunities at the space.

Harassing conduct includes epithets, slurs or negative stereotyping; threatening, intimidating or hostile acts; denigrating jokes; and written or graphic material that denigrates or shows hostility or aversion toward an individual or group that is placed on walls or elsewhere on the premises or circulated at the space, by e-mail, phone (including voice messages), text messages, social networking sites or other means.

Courteous, mutually respectful, pleasant, noncoercive interactions between members, including men and women, that are appropriate in the workplace and acceptable to and welcomed by both parties are not considered to be harassment, including sexual harassment.



Individuals and Conduct Covered

These policies apply to all applicants and members, whether related to conduct engaged in by fellow members or by someone not directly connected to Creatorspace (e.g., an outside vendor, collaborator or guest).

Conduct prohibited by these policies is unacceptable in the space and in any makerspace-related setting outside the space, such as during conventions, events, meetings, presentations and business-related social events.

Reporting an Incident of Harassment, Discrimination or Retaliation

Creatorspace encourages reporting of all perceived incidents of discrimination, harassment or retaliation, regardless of the offender's identity or position. Individuals who believe that they have been the victim of such conduct should discuss their concerns with a Creatorspace officer, or any member of the Board of Directors. See the complaint procedure described below.

In addition, Creatorspace encourages individuals who believe they are being subjected to such conduct to promptly advise the offender that his or her behavior is unwelcome and to request that it be discontinued. Often this action alone will resolve the problem. Creatorspace recognizes, however, that an individual may prefer to pursue the matter through complaint procedures.

Complaint Procedure

Individuals who believe they have been the victims of conduct prohibited by this policy or believe they have witnessed such conduct should discuss their concerns with Creatorspace officer, or any member of the Board of Directors.

Creatorspace encourages the prompt reporting of complaints or concerns so that rapid and constructive action can be taken before relationships become irreparably strained. Therefore, while no fixed reporting period has been established, early reporting and intervention have proven to be the most effective method of resolving actual or perceived incidents of harassment.

Any reported allegations of harassment, discrimination or retaliation will be investigated promptly. The investigation may include individual interviews with the parties involved and, where necessary, with individuals who may have observed the alleged conduct or may have other relevant knowledge.

Creatorspace will maintain confidentiality throughout the investigatory process to the extent consistent with adequate investigation and appropriate corrective action.

Retaliation against an individual for reporting harassment or discrimination or for participating in an investigation of a claim of harassment or discrimination is a serious violation of this policy and, like harassment or discrimination itself, will be subject to disciplinary action. Acts of retaliation should be reported immediately and will be promptly investigated and addressed.

Misconduct constituting harassment, discrimination or retaliation will be dealt with appropriately. Responsive action may include, for example, training, referral to counseling or disciplinary action such as a warning, reprimand, suspension or termination of membership, as Creatorspace believes appropriate under the circumstances.



If a party to a complaint does not agree with its resolution, that party may appeal to Creatorspace's Board of Directors.

False and malicious complaints of harassment, discrimination or retaliation (as opposed to complaints that, even if erroneous, are made in good faith) may be the subject of appropriate disciplinary action.



Acknowledgment: Harassment Policy

January 4, 2018

I acknowledge that I have received, read, and understand the Harassment policy of Creatorspace. I understand that failure to comply with the policy could result in disciplinary action up to and including termination of membership.

Member Signature

Date

Member Name (please print)