Concho Clay Studio Code of Conduct

**Expectations**

We recognize the right of all members of The Concho Clay Studio (CCS) to learn and work in an environment that is safe and free from discrimination and harassment. Discrimination on the basis of age, color, disability, gender, gender expression, gender identity, genetic information, national origin, citizenship status, race, religion, sex, sexual orientation, or veteran status is not only illegal, but it is also unacceptable to us. We are committed to contributing—through our programming and deeds—to a more equitable society.

**We require everyone associated with The Concho Clay Studio to abide by this code of conduct** –including, but not limited to, our staff, teaching artists, in-house artists, students, and volunteers.

This code of conduct applies in any setting associated with The Concho Clay Studio, such as in offices, studios, our shared gathering spaces, or during social outings, conferences, phone calls, video conferences, or in emails, chats, social media posts, blogs, or in any other form of online communication.

The goal of this code of conduct is to help us articulate, imagine, and cultivate a shared studio culture for a positive and inclusive creative environment. We also believe that articulating our values and accountabilities to one another provides us with clear avenues to correct our culture should it stray. We commit to enforcing and evolving this code as our community grows.

**Encouraged Behaviors**

Our mission is based on the premise that the ceramic arts are a force for good that builds connections where all can flourish. It is important that our actions reflect this basic assumption.

As such, we believe it is important to support diversity and anti-racism initiatives within our community. Specifically, in order to actively engage in anti-racist practices, it is important for

CCS community members to:

● Have and demonstrate respect for all persons.

● Listen to and uplift voices, especially those from marginalized communities, even when they challenge our assumptions and make us uncomfortable.

● Speak out and push for change when we see micro-aggressions or institutional policies that disadvantage marginalized communities.

● Support students and artists to achieve their personal and career goals, especially those from underrepresented groups who are interested in participating in ceramics by providing tools and resources that we think might be helpful.

**Prohibited Behaviors**

This description reflects (and does not supersede) The Concho Clay Studio’s Policy on Prohibited

Discrimination, Harassment, and Related Misconduct, which is enforced by either CCS staff compliance officer (Studio Manager) or other staff member. Violations of this code of conduct may be reported directly to either the studio manager or another staff member. The compliance officer will provide follow-up and resolution, including potential disciplinary action. **If there is an immediate risk to life, safety, or property, please call 911.**

These policies pertain to the following prohibited behaviors:

**Discrimination:** Treating a person differently than others based on that person’s age, color, disability, gender, gender expression, gender identity, genetic information, national origin, citizenship status, race, religion, sex, sexual orientation, and/or veteran status.

**Harassment**: A type of discrimination that happens when verbal, physical, electronic, or other behavior based on a person’s identity or identities interferes with that individual’s participation in lab activities and/or creates an environment that is hostile, intimidating, or abusive.

Below we have listed examples of harassment behaviors that are prohibited. This list is not comprehensive with regard to actions nor types of harassment.

**Race or color-based harassment:** Conduct that may:

* Include jokes, innuendos, racial slurs, offensive or derogatory remarks based on a person’s color or perceived race that creates a hostile, intimidating, or abusive environment.
* Include physical conduct (e.g., excessive monitoring) based on a person’s color or perceived race that creates a hostile, intimidating, or abusive environment.
* Include electronic conduct (e.g., the creation, display, or distribution of racially offensive
* Text, symbols, or images) based on a person’s color or perceived race that creates a hostile, intimidating, or abusive environment.
* Include harassment for displaying what is perceived as a stereotypical characteristic for one’s race or for failing to conform to stereotypical notions of race, regardless of the actual or perceived race of the person(s) involved.
* **Sexual or gender-based harassment:** Conduct that may:
  + Include unwelcome sexual advances, requests for sexual favors and other verbal,
  + physical, or electronic conduct of a sexual nature that creates a hostile, intimidating, or abusive environment
  + Involve verbal, physical, or electronic conduct based on a person’s sex, gender, sexual orientation, or sex stereotyping that creates a hostile, intimidating, or abusive environment (even if acts do not involve conduct of a sexual nature)
  + Include harassment for displaying what is perceived as a stereotypical characteristic for one’s sex or for failing to conform to stereotypical notions of masculinity and femininity, regardless of the actual or perceived sex, gender, sexual orientation, gender identity, or gender expression of the person(s) involved.
  + Intentionally and repeatedly ignoring someone’s preferred pronouns.

**Implications for Participation at The Concho Clay Studio**

Minor complaints in the studio (outside the bounds of these prohibited behaviors) that the

Ceramics Studio Manager in conversation members of staff deems to threaten the learning environment or community at the studio will be reviewed on a case by case basis. For staff, this may include review of incidents by the museum director and disciplinary processes may include termination. For students, disciplinary processes may include suspension, or expulsion from the Concho Clay Studio. The decision to expel students rests solely with the Ceramics Studio Manager.

**Reports of any of the following can result in expulsion:**

* Any violation of the code of conduct as outlined above including harassment, or received reports of prohibited behaviors.
* Any instances of rudeness, yelling, cursing, or unfounded accusations directed at any clay studio staff members, instructors, or other students.
* Repeatedly ignoring or not following instructions from clay studio staff and instructors.
* Disregarding safety guidelines for equipment, or refusal to abide by studio signage, material use, and policies for students.
* Any disruption of classes or open studio that affects the learning environment in a negative way.
* Damage to any studio equipment caused by ignoring studio policies for glazing/firing work.
* Excessive use of communal space for storage, not adhering to studio policies for student storage shelves, lockers, or work storage.
* Multiple instances of not cleaning up properly after class or open studio, or causing large messes to be left for clay studio staff to clean.
* Multiple instances of keeping clay studio staff or instructors late, or past closing time.
* Violation of restricted access to the space. Accessing the space without staff present, or when the clay studio is closed to the public without authorization from the Ceramics Studio Manager.