



Code Of Conduct

The Potters' Studio strives to be a creative environment that is safe and comfortable for all people interested in clay to learn and work. We are committed to the health and well-being of our Members, Students and Staff. We work hard to provide our community with the facilities, educational opportunities, and services to foster their creativity. We are always working to improve the studio - figuring out better ways to maintain a clean and healthy studio environment, making our firings more consistent, our glazes more dynamic and our Members' experiences more rewarding.

In an effort to create the best environment possible at The Potters' Studio, we have created a Code of Conduct as a guide for people working at our studio.

- **Treat other Members, Students and Staff with respect at all times.**
Members, Students and Staff should bring a positive, kind and constructive attitude to the studio. Abusive, disruptive, inappropriate or aggressive behavior will not be tolerated at the studio. We have a large community representing individuals from different, varied and diverse backgrounds and experiences. We cherish diversity and expect that every person using our studio does their part to make other people in the studio feel safe and welcome.
- **Do not make inappropriate sexual, racist, misogynistic or ageist remarks.**
Inappropriate language and harassment of any kind will not be tolerated. Any occurrence should be reported to the Executive Director immediately.
- **Do not engage in any form of harassment.**
Harassment of any kind will not be tolerated. Any occurrence should be reported to the Executive Director immediately. This Member Handbook addresses harassment at length.
- **Clean up after yourself.**
This Member Handbook explains our studio's detailed protocols for cleanup. Members are expected to wipe down wheels, work areas and wedging tables and mop the floor around their work area every time they use the studio. This is not optional – it is mandatory! Repeated failures to clean up will lead to the termination of membership.
- **Do not contaminate the glazes.**
Members and Students depend on our glazes being clean and free of debris. It is everyone's responsibility to make sure that our studio glazes are not contaminated. Make sure that all work is clean (sponged off) before glazing so that bisque dust, clay bits, steel wool, dirt and other debris do not contaminate our glazes.
- **Use the Damp Room fairly. Do not waste space.**

Help make the Damp Room work for everyone by putting work on an appropriately sized tiles or ware-boards instead of bats. Keep work moving through the Damp Room - don't abandon work there. Work that is untagged, dried out or possibly abandoned will be moved by Staff to The Rack of Doom.

- **Use the Open Storage Shelves fairly. Do not waste space.**

Be aware of how you store work on the open storage shelves. Put short work on short shelves and tall work on tall shelves. Use a tile or ware board that fits the footprint of your work. Respect other peoples' needs for storage space. If you are taking up a large amount of storage space, we ask that you rent a storage shelf upstairs.

- **Always log your pieces and pay for your firing.**

We work hard to fire work in a timely fashion. Most items are fired in less than a week. Firing Member and Student work is one of The Potters Studio's largest expenses. We pay Staff to load, fire and unload the kilns. Each firing consumes energy and generates either a gas or electricity expense. The kilns cost money to acquire, maintain and replace.

- **The firing fees we charge Members are a fair way to distribute the cost of firing the kilns and ensures that we have the money to keep on maintaining our firing capacity.** Firing charges also cover the cost of materials and production of hundreds of buckets of glaze a year. Members are expected to be honest and responsible by submitting a Firing Submission Form every time they fire work.

- **Please follow the Studio's COVID-19 safety protocols.**

Masking is mandatory at the Studio. All members, staff, instructors, and students are required to submit proof of vaccination and a booster to continue using our facility. If you are not vaccinated, you must provide proof of a negative COVID test taken 72 hours before entry to the studio. Please sign in and out at the door, and if you are not feeling well, do not come to the studio. If you test positive soon after being in the studio, call or email to let us know so we can inform others. If you have been exposed to someone with (or have had) COVID 19, we ask that you isolate for 5 days. After that, if you are asymptomatic or your symptoms are resolving (without fever for 24 hours), you can return to the studio if you show a negative COVID test.

- **Don't waste water.**

Water is a finite and expensive resource. Tools, buckets and wheel splash-pans should be washed and rinsed in the 3 large Rinse Barrels in front of the Main Sink. Water in these buckets is recycled and reused. We devote a lot of time and labor to conserve, recycle and reuse water at our studio.

- **If you don't know, ask!**

If you do not know how to use a piece of equipment, where to find something, or where to store something, ask Staff or another more experienced Member for advice.

I acknowledge that I have read and agree to The Potters' Studio Code of Conduct outlined above.

Name (please print): _____

Date: _____

Signature: _____