

## EMPORIUM CREATIVE HUB COMMUNITY CODE OF CONDUCT

All members of The Emporium Creative Hub community must comply with this code of conduct. Emporium Creative Hub will enforce this code during its events and throughout the year. We expect cooperation from everyone to ensure a safe, diverse, and welcoming environment. Emporium Creative Hub is an open, collaborative working space and as such we thrive on partnerships, co-operation and even competition. This code of conduct should be read in conjunction with The Emporium Creative Hub Terms & Conditions.

### Discrimination, Harassment and Bullying

Emporium Creative Hub is dedicated to providing a discrimination, harassment and bullying-free experience for everyone, regardless of personal characteristics including gender, age, sexual orientation, disability, physical appearance, body size, race or religion (or lack thereof). We do not tolerate discrimination against or harassment or bullying of members, staff or guests in any form.

### Personal Behaviour

Emporium Creative Hub is a shared space and as such Members are asked to:

- Please be considerate of others, treat your fellow co-workers and Emporium Creative Hub staff with kindness and respect;
- Comply with any relocation requests that may need to be made;
- Keep the space clean. Food and drinks are allowed, but please mind the cleanliness of your workspace. Food trash should be disposed in bins supplied;
- Not bring anything or do anything that may cause harm or injuries to Emporium Creative Hub or fellow co-workers;
- Not obstruct or prevent the use by others of any of the common areas including not placing any goods for a long period of time in common areas and loading docks.

If you require any equipment/products/tools to clean or generally improve the space, then contact Emporium Creative Hub Manager and we'll see if it can be arranged.

### Emporium Creative Hub Premises

You are solely responsible for your own property. This includes all gear, personal possessions, mail and food you may bring to the premises. Emporium Creative Hub is in no way responsible for any damage/loss to your property. We highly recommend insurance for your gear. To ensure the safety and amenity of Emporium Creative Hub facilities and premises, without the consent of Emporium Creative Hub Manager:

- You must not put up any partitions or make any alterations or additions to the premises;

- Except for laptop computers and mobile phone chargers, you must not install or connect any electrical equipment, including heaters, hot water systems, air conditioners, telephones, electronic surveillance equipment and communication equipment on the premises;
- You must not remove any equipment, furniture, fittings or accessories from the premises;
- You must not erect, place or use any equipment that is likely to produce noise at a level which may be seen as unreasonable by others.

Please ensure that you comply with any insurance, sprinkler and fire alarm regulations.

## Events

For the most part events will be curated and managed by the Emporium Creative Hub Manager. In the instance that you would like to hire the space for your own event the following must be adhered to:

- Your event must be approved by the Emporium Creative Hub Manager, and prepared in conjunction with Emporium Creative Hub event schedule;
- As the event owner you are required to be present for the entire event and ensure any contractors you use are appropriately licenced and insured;
- Events are free for all Emporium Creative Hub resident and startup members;
- Some AV equipment can be supplied with the event, but event owners will have to bring their own laptop and any other materials required to run your event;
- Set up and pack down is the event owner's responsibility, including arrangement of furniture; and
- Any catering, alcohol, cleaning, security and other marketing costs for your event are your responsibility.

You agree that from time to time your desk may be moved and/or used for events. You will be emailed in advance of the dates and nature of these events. All due care will be made to protect your property from damage or theft, but you are ultimately responsible for any such loss or damage.

## Integrity

Emporium Creative Hub will not tolerate any activity that violates any laws, rules or regulations applicable to Emporium Creative Hub or its interested parties. You must comply with all laws, rules and regulations that apply to you. If you witness a breach of law, you are encouraged to report the breach to Emporium Creative Hub Manager or the police as appropriate.

## Intellectual Property

Emporium Creative Hub embraces processes that provide us with the freedom to create and the ability to collaborate should individuals choose to. Emporium Creative Hub encourages multidisciplinary group discussions where information flow is unrestricted and accessible among the group. However, you must ensure that you comply with your confidentiality obligations which will include:

- Not adapting some or all of the ideas of other Members for your own purposes unless permission is granted by the idea owner; and
- Doing your best to protect the ideas, content or projects of other Members.

There is a risk that others will not respect the confidentiality of, or your ownership of, ideas, content or projects. We encourage you to consider such risks before sharing such information as Emporium Creative Hub is not responsible for any loss or damage you may suffer as a result of the actions of other Members.

## Health, Safety and Environment

Emporium Creative Hub is committed to providing a working environment which is safe, healthy and without risk to people. To this end, you must:

- Co-operate with Emporium Creative Hub staff and comply with all Occupational Health & Safety laws as well as policies procedures and plans issued by Emporium Creative Hub;
- Report all incidents, accidents, hazards and near misses to Emporium Creative Hub Manager;
- Actively participate in all required training;
- Take reasonable care of your own safety and that of others at Emporium Creative Hub;
- Take reasonable care of the health and safety of anyone else who may be affected by your acts or omissions;
- Use safety devices and protective equipment correctly and in accordance with health and safety procedure;
- Not misuse or wilfully damage equipment or safety equipment;
- Keep work areas in a safe condition;
- Not interfere with, remove or displace any safety guards, safety devices or protective equipment unless it is as part of an approved maintenance or repair procedure;
- Co-operate with all internal and external inspections, audits and investigations; and
- Never attend Emporium Creative Hub whilst under the influence of alcohol or any drug prohibited by the law.

Please contact the Emporium Creative Hub Manager in the first instance if you have any queries about the policy or need to report an incident, accident, hazard or near miss.

## Code of Conduct Violation

Any party who violates the Code of Conduct will be subject to appropriate action – the action will be determined upon the facts and circumstances of each situation and may include termination of your tenancy.

## Grievances and Complaints

If you are unable to resolve a grievance or complaint through informal discussions, we encourage you to seek advice from the Emporium Creative Hub Manager.

Your contacts for Emporium Creative Hub:

David Hughes, Emporium Creative Hub Manager: 0424 360 724

Linden Read, Emporium Creative Hub Administrator: 0402 744 674