



CODE OF CONDUCT

Purple Crayon is an inclusive and welcoming space for women (and by "women," we mean anybody who identifies as a woman) hobby and amateur artists to work on their projects located at 9 Old Burnsville Hill Rd., Ste. 5, Asheville, NC 28804 ("Premises"). We value each member's experiences. The presence of multiple viewpoints strengthens our community, advances our vision, and supports our pursuit of creative expression, personal growth, and self-respect.

As a member or guest of Purple Crayon, you agree to act with respect towards the space, and everyone in the space, regardless of their chosen art or craft, preferred tools experience, ability, or interest, belief system, age, body size, race, color or origin, gender expression, or sexual orientation by adhering to the following guidelines at all times.

Guidelines for Respectful Use of Premises

- Cover work areas (e.g., tables and floor) prior to use to prevent damage.
- Clean communal areas (tables, floor, microwave, hot beverage makers, refrigerator, bathroom and utility sinks, etc.) after use.
- Share communal areas and tools, and remove your personal items (projects, food, belongings, etc.) when no longer needed.
- Avoid playing music within range of another member's or guest's perception. (Listening to music through earphones set at a reasonable volume is acceptable.)
- When using hazardous materials, take the general precautions recommended by the U.S. Consumer Product Safety Commission in the *Art and Craft Safety Guide*, which is posted on the Purple Crayon website and the Premises.
- When leaving, turn off lights and secure the Premises if no other members are present.

Guidelines for Respectful Interaction

- Treat other people as they would like to be treated. If you do not know how, ask them.
- Yes means yes, no means no, and maybe also means no. Accept an answer of "no" without arguing. Say "yes" when you mean yes.
- Respect others' personal space, possessions, and beliefs. Ask before you touch someone or her belongings. Do not try to push your personal agenda (religious, political, etc.) on others.
- Act from an assumption of mutual respect and good will. Clarify misunderstandings, apologize for harm caused, and assume ignorance rather than malice.
- Watch out for each other. Maintaining a respectful and safe community is everybody's responsibility.

Harassment

All forms of harassment are unacceptable at Purple Crayon. Harassment includes, but is not limited to, offensive verbal comments related to a member's or guest's chosen art or craft, preferred tools experience, ability, or interest, belief system, age, body size, race, color or origin, gender expression, or sexual orientation; repeated interruption; and unwanted intrusion into an individual's personal space or items.

Threats and Violence

Violence or threats of any kind will result in immediate ejection and revocation of membership without refund of dues. Bringing firearms into Purple Crayon is strictly prohibited. Blades are to be treated with respect at all times and properly secured when not in use. Deliberately unsafe use of any tools or projects will result in immediate ejection.

Pets and Service Animals

Purple Crayon is responsible for assuring the health, safety, and comfort of all of its members. In keeping with this objective, Purple Crayon does not permit members to bring their household pets to the Premises. Service animals will be permitted, provided that the animal's presence does not create a danger to others and does not impose an undue hardship upon Purple Crayon or its members.

Hazardous Materials

When using hazardous materials at Purple Crayon, members must take the general precautions recommended by the U.S. Consumer Product Safety Commission in the *Art and Craft Safety Guide*, which is available on the U.S. Department of Health and Human Services, Environmental Health and Toxicology website: <https://sis.nlm.nih.gov/enviro/arthazards.html>. A copy of this document is also available on the Purple Crayon website and the Premises.

Reprisals and Confidentiality

If a member raises a concern relating to actions covered by this policy in good faith, there will be no retaliation for bringing forward her concern. Threatening or taking action against a member for invoking this policy and/or for participating in any related investigation will be considered a violation of this policy.

All concerns relating to harassment will be dealt with as confidentially as possible. A member's identity or the circumstances regarding any concern or complaint will not be disclosed unless disclosure is necessary for the purposes of investigating or taking disciplinary action.

If Conflict or Harassment Occurs

If conflict arises with another member or guest, consider addressing it with her directly. Request that she stop the problematic behavior. If it seems necessary, and you feel comfortable doing so, explain the negative impact of her behavior.

If this is not possible, consider asking a neutral party to mediate. When both parties are attempting to act with respect and good will, most conflicts can be resolved without escalation.

If the behavior is egregious, you believe that the behavior would only be redirected at others, you feel that direct communication is unsafe or otherwise inappropriate, or if the steps above have failed to resolve the situation, you should contact Pam Robbins at pam@purplecrayonavl.com.

Anyone who becomes aware of an incident of harassment is encouraged to make such a written report.

Purple Crayon will take appropriate action as soon as reasonably possible. Possible actions include: a verbal or written warning, temporary suspension of access to Purple Crayon, and termination of membership without refund of dues.

Purple Crayon shall keep records of all such incidents brought to its attention and the actions taken in response.

This document will be posted on the Purple Crayon website and the Premises. It is each member and guest's responsibility to be aware of any and all changes to this document when they occur and to instigate changes to this policy as necessary.