

Studio Code of Conduct

Purpose

The Waikato Society of Potters (WSP) is a shared creative environment used by **members, students, tutors, staff, volunteers, and visitors**.

This Code of Conduct sets out our shared expectations to ensure the studio remains **safe, respectful, inclusive, and enjoyable for everyone**.

This Code applies to **all individuals on WSP premises and in all WSP-related activities**, including online interactions. All groups—including staff—are expected to model and uphold these standards.

1. Respect, Courtesy, and Community Behaviour

We are a diverse community. All users are expected to act with **respect, kindness, and consideration** at all times.

- Treat others with **courtesy, patience, and politeness**
- Communicate in a **friendly and constructive manner**
- Respect personal space, equipment, materials, and creative work
- Be mindful that others are learning, teaching, or working professionally
- Avoid behaviour that is disruptive, intrusive, or dismissive

Unacceptable behaviour includes:

- Offensive, aggressive, or intimidating language or actions
- Bullying, harassment, or exclusion
- Disrespect toward staff, volunteers, or other studio users

These expectations apply **both in the studio and on any WSP-related social media or online platforms**.

2. Shared Space Etiquette

The studio and firing spaces are **communal workspaces**, and fairness is essential.

- Clean your workspaces thoroughly after use
- Return tools and equipment to their proper place
- Use only the space you reasonably need
- Respect designated areas (e.g. glaze room, kiln room, wood kiln cage, class spaces)

Classes and teaching spaces:

- When a class is in progress, the space is reserved for that group
 - Do not enter or use class areas unless invited by the tutor or staff
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3. Kiln Use and Fair Access

Kilns are a shared and limited resource and must be managed fairly.

- All firing is coordinated through the **WSP kiln system**
- **No queue jumping** under any circumstances, including for commercial work
- Do not seek or expect preferential treatment
- **Do not open kilns or remove work**—this is managed by authorised personnel only

Respecting this system ensures fairness and consistency for all users.

4. Health and Safety

Safety is a shared responsibility.

- **Sign in and out** whenever you are in the studio
- Follow all posted safety instructions and signage
- The **person on duty has final authority** on safe operation of equipment
- Only use equipment you are trained and confident to operate
- Wear required PPE (e.g. masks in the glaze room when spraying or sanding)
- No food in studio areas; drinks must be in **closed containers only**

You must also:

- Report hazards, damage, or unsafe behaviour promptly
 - Follow directions during emergencies or incidents
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5. Cleanliness and Studio Care

Maintaining a clean studio supports both safety and respect for others.

- Clean all clay, glaze, and materials after use
- Wipe down surfaces and leave areas ready for the next user
- Dispose of waste appropriately
- Do not leave personal items, tools, or work in shared spaces unless permitted

6. Access and Security

- Studio access outside operating hours requires **prior permission** from the Manager or person on duty
 - Do not allow unauthorised access to the studio
 - Ensure the studio is left secure when required
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7. Payments and Honesty

WSP operates on trust and fairness.

- All payments must be processed through authorised staff or volunteers
 - All materials (including clay) must be **paid for before use**
 - Firing and glazing costs must be **paid in advance**, unless otherwise arranged
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8. Participation and Contribution

WSP is a community organisation that relies on shared effort.

- Members are encouraged to contribute through volunteering
 - Volunteer contributions support the sustainability of the studio
 - Current incentives (such as reduced membership) apply as determined by the Committee
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9. Raising Concerns and Reporting Issues

If you experience or witness behaviour that does not align with this Code of Conduct, you are encouraged to speak up.

- Where appropriate, you may first address the issue **directly and respectfully**
- If you are not comfortable doing so, or the issue continues, report it to:
 - The **Studio Manager**, in person or at manager@waikatopotters.co.nz or
 - The **President of the Committee** at waikatopotters.committee@gmail.com

All concerns will be treated **seriously, respectfully, and as confidentially as possible**.

10. Resolving Concerns Respectfully

WSP supports a culture where concerns are addressed **calmly, constructively, and respectfully**.

- Where possible, resolve minor issues through **polite, direct conversation**
- Assume good intent and approach others with **openness and respect**
- If a situation becomes uncomfortable or unresolved, step away and seek support
- Ongoing or serious concerns should always be reported rather than left unresolved

Our goal is not to assign blame, but to **maintain a safe, positive, and supportive environment for everyone**.

11. Compliance

Failure to follow this Code of Conduct may result in:

- A reminder or formal warning
- Temporary or permanent suspension of studio access
- Further action at the discretion of the Committee