



CODE OF CONDUCT

Introduction

Third Space Gallery is committed to facilitating the education, understanding and appreciation of contemporary art in Saint John and the surrounding area. Third Space is dedicated to highlighting the work of emerging and established artists who cross disciplines and boundaries in their examinations of contemporary culture. We strive to treat members, staff, and artists in a fair and professional manner while providing an open, inviting, and inclusive space.

Third Space's Code of Conduct is based on the principles and objectives of our mandate and is reinforced by policies and procedures. It is Third Space's expectation that the Code of Conduct outlined in this document will be adhered to by all, including but not limited to members, staff, the Board of Directors, artists, and volunteers. They must show respect for the rights and safety of all members of the Third Space community.

Inclusion and Harassment

Third Space Gallery does not tolerate discrimination or violent acts, which includes but is not limited to: violence, harassment, racism, sexual violence, or discrimination on all protected grounds of the Canadian Human Rights Act including: race, colour, ancestry, place of origin, religious beliefs, gender (including pregnancy and sexual harassment), gender identity, gender expression, physical disability, mental disability, age, marital status, family status, source of income, or sexual orientation.

As stated in the Canadian Code of Conduct for the Performing Arts produced by Cultural Human Resources Council, Third Space believes that every artist, member, volunteer, and employee should expect the following:

- A work environment that encourages the creative process, provides transparent communication and promotes mutual respect from everyone involved
- A workplace free from harassment, discrimination, bullying and violence in all forms
- When harassment, discrimination or violence takes place, empowerment to speak out, report abuses in good faith, expect thorough, timely investigations and appropriate measures and/or consequences
- Expect those they work with to recognize the personal and physical boundaries of others
- Never to have to be alone with individuals who make them uncomfortable or who threaten their safety

- Never be forced to conduct work in non-professional environments in which they may feel uncomfortable or at personal risk, such as but not limited to private hotel rooms, vehicles or homes.

Anyone who believes they have experienced harassment via Third Space should:

- If appropriate and safe to do so, make the discomfort or disapproval known to the offending person(s).
- Report the incident to the Executive Director. A complaint form is available to assist with the reporting process. However, a complaint may be made without using this form. The Executive Director can be contacted at: tiersespace@gmail.com.

Repercussions

Should a member be found in conflict to Third Space's Code of Conduct by a breach of professional ethics, sexual violence or harassment, racial discrimination, or other abusive behaviour, the Board of Directors of Third Space reserves the right to take disciplinary action, up to and including dismissal from a program, revocation of membership, or removal from a role.

Should a member's conduct require disciplinary action, an ad hoc Anti-Harassment Committee will meet to review the conduct, and recommend the appropriate response and actions to the Board of Directors, who will vote on the recommendation. The member will be advised of the vote and be given the opportunity to be heard by the other members of the Board of Directors.

For incidents or situations where immediate action is required to mitigate perceived risk to the institution or the community, the Board of Directors may suspend the member until such time as the incident can be reviewed.

By signing below, I hereby acknowledge that I have completely read and fully understand the Third Space Code of Conduct.

Name _____

Signature _____

Date _____