



**L A S T A T I O N**  
w o r k s p a c e

# CODE OF CONDUCT

We've put together this guide in order to make sure this  
community can be home to everyone.

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# SOCIAL CONTRACT

The primary goal of La Station Workspace is to help the people here grow to their full potential, so that they may live a more fulfilling work life and personal life, and contribute to the lives of those around them.

We aim to create an inclusive space with community members of the most varied and diverse backgrounds possible. As such, we are committed to providing a friendly, safe, and welcoming environment for all, regardless of gender, gender identity and expression, sex, sexual orientation, disability, neuro(a)typicality, physical appearance, body size, race, ethnicity, national origin, immigration status, age, or religion.

Rather than providing an exhaustive rule-book our goal is to empower all members to become accountable stewards of our coworking community and the space we share.

This code of conduct outlines our agreements for everyone who uses the space, whether as a coworker or as an organiser or attendee of meetups and other events taking place here. The code of conduct applies not only in our space, but also online networks, at all related events, and in one-on-one communications carried out in the context of community business. It also states the consequences of violating these expectations.

We invite La Station Workspace's members, community leaders, event organisers, supporters, and visitors to help us create a safer space and positive experiences for everyone.



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Communities mirror the societies in which they exist. Positive action, pushing back against discrimination, and reflecting on the harmful messages we have all internalised are essential to counteract the many forms of inequality and abuses of power that exist in society.

## MEMBERS ARE EXPECTED TO...

- Read and to adhere to the Code of Conduct and to the Terms of Use.
- Be kind to each other, and to themselves.
- Leave spaces better than they found them and clean up after themselves.
- Remember that they're in a public space.
- Treat others with the professionalism, warmth, and respect with which they would like to be treated.
- Respect each other's privacy.

## MEMBERS ARE ENCOURAGED TO...

- Create opportunities to collaborate with one another, and invite others to do so.
- Encourage others in their endeavours.



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# GENERAL GUIDELINES

There is no place in this co-working space for language that is openly or casually degrading to a person or group. Any words or phrases, no matter how seemingly innocuous, that perpetuate negative stereotypes and communicate exclusion are not allowed. Some of these can be subtle and said without any ill-will, which is why we encourage participants to examine their own language and use this guide as an opportunity for learning.

As language is both a reflection of and a contributor towards culture, we do ask that all members and event participants use language that demonstrates the best aspects of co-working culture and avoid language that could alienate or disparage others. This means we ask that you follow this guide for what constitutes disrespectful language.

La Station cares about creating an open and welcoming community, and we are committed to making membership a respectful and harassment-free experience for everyone, regardless of gender, gender identity and expression, sex, sexual orientation, disability, neuro(a)typicality, physical appearance, body size, race, ethnicity, national origin, immigration status, age, or religion. Members and/or event participants violating these rules may face consequences including, but not limited to, removal from the event without a refund. By attending an event, you are agreeing to abide by these guidelines. We expect our community to help us realise a safe and positive experience for everyone.



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This Code of Conduct applies to our physical space at 232 Botsford Street, outside of La Station at community-related social activities, and online in both public and private channels.

## **LA STATION HAS A ZERO-TOLERANCE POLICY FOR HARASSMENT.**

### **HARASSMENT INCLUDES, BUT IS NOT LIMITED TO:**

- I. Verbal comments that reinforce discrimination based on gender, gender identity and expression, sexual orientation, disability, mental illness, neuro(a)typicality, physical appearance, body size, age, race, national origin, immigration status, or religion;
- II. Sexually-charged jokes, statements, or comments;
- III. Deliberate “outing” of any aspect of a person’s identity without their consent except when correcting someone or as necessary to protect vulnerable people from intentional abuse;
- IV. Deliberate misgendering or use of ‘dead’ or rejected names;
- V. Creation or display of sexual images in public spaces;
- VI. Deliberate intimidation, stalking, or unwanted following;
- VII. Harassing photography or video/audio recording, including logging online activity for harassment purposes;
- VIII. Sustained disruption of talks or other events. Harming the discussion or community with methods such as sustained disruption, interruption, or blocking of community collaboration (i.e. trolling);
- IX. Inappropriate physical contact or simulated physical contact (eg, textual descriptions like “\*hug\*” or “\*backrub\*”) without consent or after a request to stop;
- X. Invasion of personal space. Pattern of inappropriate social contact, such as requesting/assuming inappropriate levels of intimacy with others;



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- XI. Unwelcome sexual attention;
- XII. Advocating for, or encouraging, any of the above behaviour;
- XIII. Continued one-on-one communication after requests to cease;
- XIV. Unwelcome comments regarding a person's lifestyle choices and practices, including those related to food, health, parenting, drugs, and employment.

**MEMBERS/USERS ASKED TO STOP ANY HARASSING BEHAVIOUR  
ARE EXPECTED TO COMPLY IMMEDIATELY.**

If a participant engages in harassing behaviour, depending on the nature of the complaint and the extent of the harm, complainants may be engaged in a transformative justice/mediation process, sanctioned or banned from La Station spaces, programming and digital platforms immediately.

La Station may seek the counsel and support of external consultants, educators, community leaders, support persons, mediation experts in the facilitation of conflict resolution, complaint investigations and healing/restorative work between our staff, members and other stakeholders.

If a participant engages in harassing behaviour, La Station retains the right to take any actions to keep the space or event a welcoming environment for all members and/or participants. This includes warning the offender or expulsion, whether temporary or permanent, from La Station's spaces, events and programs. Members who repeatedly engage in unacceptable behaviour will face progressive consequences up to and including expulsion and a ban from La Station Workspace and programming.



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# COMMUNITY ETIQUETTE

## CLEANING

Tidy is always best. Keeping La Station Workspace tidy is a requirement in maintaining a quality workspace. Work areas, as well as food, coffee, and lounge areas, are expected to be kept clean and presentable. This means cleaning up after yourself in all desk areas, as well as in the lounge areas. Food stored in the fridge should be labelled with your name and date. When you are finished with your dishes, always put them in the dishwasher. If you see that the dishwasher is full, start it up. Please keep garbage sorted according to La Station standards. Bathrooms should be kept clean at all times: if you are to make a mess, adequate cleaning products are kept under the sink.

## CONVERSATION VOLUME

Conversations and collaborations are encouraged, however overly loud conversations tend to be distracting to those around you making it difficult to focus. Be mindful and respect those around you at all times. La Station is divided into two sections, the “Loud Side” which is on the left side, and the “Quiet Side”, on the right.

## HEADPHONE RULE

If you see someone with their headphones on, it means they are “in the zone”. Please do not start conversations until they take them off.



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## NO SOLICITATION

If somebody is interested in your services they will ask in conversation. People are here to work not to be sold your services.

## SHARING IDEAS

Ideas can be powerful and valuable. Sharing ideas is a large part of the co-working experience, and we want to encourage our members to feel free to share their ideas with fellow coworkers in order to spur creativity. However, if one coworker's idea is disclosed to the public or used by another, trust among our members erodes and they will be less inclined to share their ideas, defeating La Station Workspace's goal of building a lasting coworking community. Should a coworker share an idea with you, please be mindful that the idea may be valuable to your coworker, do not share the idea with third parties or use the idea as your own.

## PHOTO POLICY

All members, guests, and event participants are to ask permission before posting a photo of another member. Members, guests, and event participants are free to ask that photographs of themselves are withheld from any promotional materials or from social media. To maintain privacy and personal boundaries, all members must ask before taking any photographs that are clearly meant to highlight a small group or single person.

All event photographers will seek to obtain permission for reposting. To maintain privacy and personal boundaries, all event participants must ask before taking any photographs that are clearly meant to highlight a small group or single person.



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# MEDIATION

If you feel you have been falsely or unfairly accused of violating this Code of Conduct, you should notify staff or an event organiser with a concise description of your concerns. Your grievance will be handled in accordance with La Station Workspace's existing policies.

## OUR APPROACH

### CONSULTATION

Consulting member in the development of our policies, our strategic planning, and our programming.

### COMMUNITY ENGAGEMENT

Engaging our membership and stakeholders to receive input and foster a sense of inclusion.

### MAKING MISTAKES AND LEARNING TOGETHER

We know we will make mistakes, we aim to acknowledge those mistakes, to learn from them, and to reconcile the harm that results from them with the support of our community.



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# OUR PROCESS

## WHEN SOMEONE IS HARMED

Reach out and offer support. Contact our team, and we will do our best to support the member, staff, volunteer, student or stakeholder impacted. We centre a culture of care and empathy. Respect the boundaries of individuals who may not want your support. Consent and respect are central to providing meaningful support.

## EMPATHY IS OUR PREFERENCE

We all make mistakes, and we all have different and unique lived experiences, this means we have to have substantial empathy for ourselves and others. We acknowledge that everyone makes mistakes, that those mistakes often cause harm to others and that intent does not equal impact. As such, we invite our members and stakeholders to acknowledge the mistakes we've made, so that we can be accountable for the harm and can help reconcile it in a way that centres those we have harmed. We don't believe that people are disposable and we believe that responsibility and accountability and trauma-informed conflict resolution are key to fostering safe spaces.



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# IMPORTANT CONTACT NUMBERS

**Building Management: (506) 962-0107**

**La Station Management: (506) 380-2953**

**Medical, Fire, or Police Emergency: 911**

## SOURCES

*This Code of Conduct is based on suggestions from La Station Workspace members, Geek Feminism wiki, Ada Initiative, MediaWiki Code of Conduct, and also takes inspiration from other coworking spaces, such as Indy Hall, Bankso, The Mountain Hub, Co-Up, and Akin.*

### **WANT TO SUGGEST EDITS OR ASK QUESTIONS ABOUT THE CODE?**

*Suggestions for edits and additions that will improve inclusion and diversity at La Station are welcome – please email [mylene@lastationworkspace.com](mailto:mylene@lastationworkspace.com) with recommendations.*

*The above Code of Conduct must be read and signed by all members.*

*Please reach out for questions or concerns.*



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