

Code of Conduct

All volunteers, members and visitors should feel safe and welcome in Dunblane's Digital Makerspace

Open to All

Activities in the Burgh Chambers are intended to be open to everyone regardless of gender, sexuality, disability, appearance, race, means, or background (see Equality and Diversity Policy)

Language

Interacting with Others : NB there is a separate Anti Harassment Policy

- Share the space we have fairly and respect privacy
- Before taking photos or making videos / recordings, please ask the permission of everyone in the room
- Many of us have strong ideas - they won't always align, so be respectful of differences in opinion
- Communicate in an open and respectful way - in person, on the phone, in writing or on social media
- Let other people be heard
- Keep swearing to a minimum
- Derogatory language - do not use it towards any user
- Ask before helping someone with their project or giving advice - they may not want it
- Assume competence - quizzing someone or over explaining can be off-putting
- If someone is making you feel uncomfortable, it's ok to tell them and ask them to stop

Accessing the Burgh Chambers

See separate policy on Access + Keyholding

Arrival

- A minimum of two people must be present in the building at any time.
- Make sure when you have accessed the keys from the keysafe that you scramble the code number

Departure

If you are the last to leave the Burgh Chambers, you are responsible for ensuring that

- all machines are turned off
- all lights and heaters (if our convection heaters have been in use) are turned off
- all windows are closed and locked
- the doors are locked and the building's alarm system is switched on.
- during normal office hours, check that there is nobody in the offices on the first floor

So What Happens if the Code is broken ?

- If you are concerned that the Code has been broken in any way, contact one of the volunteer coordinators or a Trustee of Creative Dunblane (see website)
- For serious or continuous breaches of the Code, the Trustees of Creative Dunblane will take action.
- Action can include a verbal or written warning, suspension and expulsion

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