

CODE OF CONDUCT

PURPOSE

Creative Blueprint & Coworking Canada are committed to providing a harassment-free experience for everyone, regardless of age, gender identity and expression, sexual orientation, ability, physical appearance, body size, race, or religious affiliation. We do not tolerate discrimination or harassment in any form at our events in-person, while gathering online, within communications in our 'groups' or via social media.

Participants violating these rules may face consequences including, but not limited to, expulsion from the event or environment without a refund.

We expect the entire community to help us realize a safe, brave space for a welcoming and inclusive experience for everyone. Your participation is absolutely essential for this.

By attending this event, and/or joining our collaborative spaces and channels, you are agreeing to abide by these guidelines.

INCLUSIVE LANGUAGE

As language is both a reflection of and a contributor towards culture, we do ask that all participants use language that demonstrates the best aspects of a collaborative, inclusive culture and avoid language that could alienate or disparage others. We ask that you follow these guidelines for what constitutes disrespectful language.

GENERAL GUIDELINES

There is no place for language that is degrading to any person or group. Any words or phrases that perpetuate negative stereotypes or communicate exclusion are not permitted. 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. When we know better, we do better. For some examples of behaviours that we will not tolerate, please see below;

RACISM

Racism is deeply rooted across societies globally, exists among all social classes, and is connected to a long history of violence and oppression. Addressing individuals or any group of people in a diminutive, derogative, or malicious way based on their race and/or ethnic background is racist, disrespectful, and harmful. We do not tolerate any racist or ignorant behavior, slurs, statements, or jokes.

As an organization, we are committed to continuing to create meaningful speaking, leadership, and participatory opportunities to encourage and support more diversity and representation at our events, within our organization, and in the broader coworking community.

SEXISM & GENDER DISCRIMINATION

Sexism is also deeply rooted across societies globally, exists among all social classes, and is connected to a long history of inequality and oppression. Addressing individuals or any group of people in a diminutive, derogative, or malicious way based on their sex or gender identity is disrespectful, and harmful. We do not tolerate any sexist or discriminatory behavior, slurs, statements, or jokes.

Don't assume anyone's sex, gender identity or pronouns.

If you need them, you can ask for them by offering yours. Example:

"Hi I'm (name). I use (she/her) (he/him) (they/them) pronouns. How about you?"

Respect each other's pronouns.

We advise avoiding the use of any gendered terms.

This shorthand contributes to linguistic barriers that drive exclusion and create an unwelcoming environment. Example:

Try to avoid using words like - Good Morning "guys" - to address groups.

Instead, try "everyone", "all", "team", "people", "folx", or "friends".

ABLEIST LANGUAGE

Example:

Words like "crazy," "dumb," "insane," or "lame" are examples of language that devalues people who have physical or mental disabilities. This language is disrespectful and harmful. Many people use these words not because they seek to be hurtful, but because they are attempting to describe something they perceive to be outside of the 'norm', which reinforces harmful stereotypes and impacts real people.

Instead, try to broaden your vocabulary and find ways to express yourself that are more appropriate, inclusive, and elegant.

As an organization we are committed to ensuring meaningful consultation, representation, and engagement with people of all ages and abilities

HARASSMENT

We are committed to creating a safe, diverse and inclusive environment. Our community will not tolerate any hate speech, bullying, exclusion, violence, intimidation, or harassment of any kind.

We are also committed to creating a brave environment, where we are constantly working to learn more, to learn from our mistakes, and to learn from each other. While we strive to do better, we also extend compassion and patience to those who are still learning but are actively working to become better allies.

WHAT CONSTITUTES HARASSMENT

Harassment includes, but is not limited to:

- Verbal comments that reinforce discrimination based on gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, or religion,
- Sexually-charged jokes, images, statements, or comments,
- Unwelcome sexual attention or invasion of personal space,
- Inappropriate physical contact or invasion of personal space,
- Deliberate intimidation, stalking, threats, or unwanted following,
- Harassing photography, video or audio recording, online or in person,
- Sustained disruption of talks or other events,
- Advocating for, or encouraging, any of the above behavior.

These behaviors are prohibited from all of our events and collaborative environments.

ENFORCEMENT

If any participant engages in harassing behavior, event organizers retain the right to take action in order to maintain an inclusive environment for other participants. This includes warnings, expulsion from the event or environment without a refund, or any other measures deemed appropriate.

Event organizers are authorized to address anything designed to, or with the clear impact of, making the environment hostile for any participants. We expect participants to follow these rules at all virtual and physical event venues and event-related social activities, and we encourage participants to follow these guidelines outside of event-sanctioned activities.

REPORTING

If someone makes you or anyone else feel unsafe or unwelcome, we encourage you to report it to event organizers as soon as possible. Organizers will be identifiable, and they will be instructed on how to respond to any reports of harassment. All claims are taken seriously and will be handled by Creative Blueprint & Coworking Canada. You can make a report either personally or anonymously, both detailed below.

ANONYMOUS REPORT

Please use the intake form on the [Coworking Canada](#) or [Creative Blueprint](#) website to report harassment anonymously. We commit to fully investigating and acting on any information we receive through anonymous reporting.

PERSONAL REPORT

You can make a personal report by:

Contacting a Coworking Canada or Creative Blueprint organizer directly, or
Emailing us: info@coworkingcanada.com or info@creativeblueprint.ca

When taking a personal report, our team will discuss your issue privately and securely. They may involve other staff to ensure your report is managed properly. At this point, we will ask you to review the details of the harassment. This can be a difficult process, but we'll handle it as respectfully as possible, and you are welcome to bring someone with you for support. We want you to feel safe and comfortable. We will never ask you to confront someone, and we will not relay your name or information to the accused. Our team can put you in touch with security, law enforcement, or any other local services you request.

IN CASE OF EMERGENCY

Police: 911

Medical Emergency: 911

MEDIATION

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

ATTRIBUTION

This Code of Conduct was adapted from [CSSconf EU](#), [Berlin Code of Conduct](#), [co.up](#), [JSConf AU](#), [The Geek Feminism wiki](#), [Valerie Aurora](#), and the [Conference Code of Conduct](#), with thanks to [Cobot](#) for providing useful resources for running welcoming, safe, and inclusive events for the coworking community.