

Global Code of Conduct, Policy

Intent

Clayworx: Ceramic Arts Learning Centre ("Clayworx") is committed to providing a safe, healthy workplace that promotes a high level of satisfaction and a respectful environment. We believe it is the shared responsibility of all employees and members to work toward the constant improvement of our work environment. To assist the organization in maintaining an exemplary work place, we require that all employees and members at Clayworx conduct themselves in an ethical and professional manner, at all times. This Global Code of Conduct also pertains to the behaviour of the general public as participants at Clayworx.

Guidelines

To preserve the core values and business principles that our organization is founded upon, the following is a list of unacceptable behavioural actions that have been classified as either:

1. Hazardous to employee, members, volunteer, and participant safety;
2. Criminal;
3. A negative influence on morale; or
4. Detrimental to the success of our business and organizational culture.

The Clayworx Board of Directors and Clayworx's Executive Director reserve the right to discipline and, in certain cases, suspend or terminate the employment, membership, volunteer, or participant privileges of any person for engaging in any conduct that violates The Clayworx Global Code of Conduct standards and policies.

Unacceptable Actions/Behaviours

Unacceptable behaviours shall include, but not be limited to the following:

- Causing physical harm to another person;
- Bullying, threatening, or harassing behaviour;
- Shouting at others or throwing items in any manner;
- Wilful damage or destruction to property, either organizational or personal property;
- Possession of a weapon while on premises, or while conducting business on behalf of Clayworx;
- Disorderly, immoral, or indecent conduct;
- Violation of health and safety practices, policies and procedures;
- Theft, including physical and intellectual properties;
- Insubordination;
- Dishonest, illegal or improper business activities;
- The use, possession, sale, manufacture or dispensation of any illegal drugs;
- The use of alcohol or illicit narcotics off premises that adversely affects the employee's or member's performance, the employee's or member's own safety, or the safety of others at Clayworx, or the organization's reputation in the community;
- Failure to report to management the use of any prescribed drug which may alter the employee's ability to safely perform his/her duties;

- Arriving to work late without providing advance notice and/or without reasonable cause;
- Failure to properly report an absence; and
- Failure to meet stated goals, objectives and/or performance metrics required for a position.
- Job abandonment;

In circumstances of criminal/illegal activity, law enforcement will be notified.

Employees* and members** are expected to conduct themselves in a manner conducive to a safe environment, following all Clayworx practices, policies, and procedures.

The Clayworx Board of Directors at its sole discretion shall determine suspensions and terminations of Clayworx memberships.

Clayworx’s Executive Director at their sole discretion shall determine the suspension or termination of employment, Clayworx studio-use privileges, and volunteer and participant engagement.

For procedural guidance, please see *Global Code of Conduct, Complaint Procedure*.

***Acknowledgement and Agreement for Employees**

I, _____, acknowledge that I have read and understand the Global Code of Conduct Policy and Complaint Procedure of Clayworx. I further agree to adhere to this policy and will ensure that employees, members, volunteers and participants working under my direction adhere to this policy. I understand that if I violate the rules/procedures outlined in this policy, I may face corrective action, up to and including termination of employment.

Name: _____

Signature: _____

Date: _____

Witness: _____

****Acknowledgement and Agreement for Clayworx Members and Clayworx Studio-Users**

By submitting an application for Clayworx membership and studio-using privileges at Clayworx, the applicant agrees to be bound by the terms of the Global Code of Conduct, and further agrees that any contravention of the Global Code of Conduct may result in the suspension or termination of Clayworx membership and studio-using privileges.