



## **Nova Labs Code of Conduct May 2017**

The Nova Labs Code of Conduct applies to all who enter our facilities or our events at any time, including key members, associate members, visitors, guests or attendees. Everyone must follow the Code of Conduct.

In addition, everyone must sign a liability waiver. Parents/guardians must sign for minors. Please note that minors are welcome, but must be supervised by a parent, guardian, or other responsible adult. Please refer to the Minors Policy in the Safety Handbook.

In general:

Respect each other. Collaborate. Contribute. Organize. Clean. Repeat.

A few simple ground rules for dialogue at meetups and on-line forums:

- Meaningful Dialogue
- Respectful
- On-Topic
- Forward Looking

Safety is of paramount importance at Nova Labs.

- If you are unsure of how to safely do something, don't do it. Ask for guidance from a mentor, Steward and other members.
- Do not operate equipment tired, in a hurry or under the influence of alcohol or drugs, illegal or legal, that will hamper your judgement or ability.
- Do not operate heavy machinery or climb ladders alone.
- Do not leave machines running unattended.
- Wear safety glasses, hearing and/or respiration equipment, appropriate clothing of natural material and sturdy, closed toe footwear. Do not wear loose clothing or jewelry.
- Make sure work is secure and handled safely. Use clamps, vises, jigs, featherboards, and push sticks where appropriate and/or necessary.
- All members are expected to maintain a safe and clean environment at all times.
- All members are expected to clean up their work areas after they complete their work session.
- Don't catch yourself on fire, set others on fire, or set objects on fire which have not been designated or designed to be on fire.

- Ask questions. Answer questions kindly; remember, you needed help at one time, and you will need help again.
- Tools/resources stay on the premises unless serving a Nova Labs function.
- Tools marked for specific areas should stay in designated areas.
- Please respect others by respecting your own personal hygiene.

Use Nova Labs for its Intended Purpose.

- Naps are ok, but please sleep at home.
- Smoking cigarettes/cigars, use of vaporizers (also known as electronic cigarettes) is not allowed inside the building.
- No pets allowed in the building.
- Hazardous materials can only be stored with permission from Board of Directors.

Harmful behavior such as, but not limited to harassment, stalking, theft, hazing, intimidation, bigotry, discrimination, will not be tolerated.

The Code of Conduct is here for everyone's benefit and safety. Help enforce the Code by politely reminding others who may have forgot or don't know. Gross violations of the Code should be reported to the Board of Directors as written in the Member Handbook. As a reminder, Safety Violations should be reported to [safety@nova-labs.org](mailto:safety@nova-labs.org).