

II. MEMBERS

A. CODE OF CONDUCT

The Clay Studio membership is made up of a very diverse group of people with a common interest in clay. In order to assure an environment in which all members enjoy their time in the studio, this Code of Conduct applies at all times.

1. Members of the Clay Studio are required to comply with all Clay Studio policies and GVR rules and regulations.
2. Members will not bring firearms into the Clay Studio.
3. Members are expected to be considerate and respectful of each other and guests in the studio. This includes sharing space and equipment, avoiding arguments, complying with monitor requests and helping new members as appropriate. Members should never handle another member's work.
4. The wearing of heavy perfume or scents is not allowed.
5. Members will refrain from using offensive language, making personal insults, name calling and all forms of harassment.
6. Members are expected to respect studio property and equipment by using it correctly, keeping it clean and returning items to their assigned space. Clay Studio property is not to be removed from the Studio.
7. Members are expected to have equipment and working area clean and be ready to leave the Studio promptly at closing time.
8. Members are responsible for the conduct of their guests.
9. Violations of this Code of Conduct may result in disciplinary action by the Board of Directors and possible suspension of rights and privileges.
10. Violations of this Code of Conduct should be reported using the Clay Studio Incident and Complaint Form. The Clay Studio Board will investigate all complaints following Clay Studio Conflict Resolution Policy and Procedure.

A. CONFLICT RESOLUTION

The GVR Clay Studio of Green Valley, hereinafter referred to as the Clay Studio, supports a progressive policy and procedure designed to provide a structured corrective action process to improve and prevent a recurrence of undesirable behavior that violates the Clay Studio's Code of Conduct policy.

1. The steps of progressive coaching, counseling and/or discipline are detailed in the Conflict Resolution Procedure contained in the Policy and Procedures Manual of the GVR Clay Studio of Green Valley. Complaints and incidents are reported to the Board using the GVR Clay Studio of

Green Valley Incident and Complaint Procedure contained in the Policy and Procedures Manual.

2. The Clay Studio Board of Directors is responsible for administering the Conflict Resolution Policy and Procedures. The Board reserves the right to combine or skip steps depending on the facts of each situation and the nature of the offense. Some of the factors that will be considered are whether the offense is repeated despite coaching, counseling, or training and the impact the conduct has on the Clay Studio.
3. Conduct issues that are not subject to the progressive procedures include verified behavior that is illegal, such as theft, and may result in immediate termination of membership in the Clay Studio. Such behavior must also be reported to the Green Valley Recreation (GVR) Chief Executive Officer or his/her designee and may lead to further disciplinary action including a report to local law enforcement or other authorities.
4. Similarly, assault or other acts of violence while in the Clay Studio or during any Clay Studio sponsored function, are also not subject to progressive discipline procedures and may be grounds for immediate termination of Clay Studio membership. Such acts must also be reported to the GVR Chief Executive Officer or his/her designee.