

I. Community Guidelines

We expect our members, staff, and program participants to conduct themselves with professionalism and consideration for others at all times. Radiant Hall's conflict resolution policy should be used as a resource should concerns with other members or staff arise.

Shared Space Policy

The nature of our spaces relies on respect, mindfulness, and collaboration to foster a productive and safe space for all.

Be respectful of your studio mates:

- Our studios are designed to encourage openness, sharing, and collaboration, however please respect the need for privacy and personal boundaries.
- Consent is mandatory in all interactions. When in doubt, ask clearly, listen carefully and communicate clearly.
- Do not touch, remove, or take another artist's supplies or tools without their direct approval.
- Exercise common courtesy, for example: take loud conversations to more appropriate spaces away from work areas, use headphones to listen to music if other artists are present, avoid strong scents and perfumes, etc.
- Well-mannered, non-disruptive dogs may stay in their owners' studios, however, if dogs become disruptive in any way, the owners will be asked to leave them at home.

Be respectful of the collective space:

- Keep the studios clean. If the trash is overflowing, tie up the bag and put in a new one.
- Keep common area work tables clear when they are not being used.
- Maintain shared equipment.
- Artists are expected to use their studios to create new work, not to store old work.
- Bikes should be locked up outside or stored in a designated storage area.
- Turn off all lights, heat, and A/C if you are the last artist to leave the studios.
- Smoking is not permitted anywhere in the buildings.
- Participation in open studio events is not required, but highly encouraged.

Anti-Oppressive Culture

Radiant Hall welcomes people of all genders, abilities, cultures, and sexualities in this space. As such, any form of illegal, violent, threatening, discriminatory, oppressive or abusive behavior of any kind will not be tolerated. We reserve the right to remove anyone creating an unsafe or unpleasant environment. If at any time you are made to feel uncomfortable or unsafe please alert a Radiant Hall staff member or contact us (anonymously, if you choose) through our online contact form at radianthall.org/member-resources.

Guests

Radiant Hall members are solely responsible for the conduct and welfare of all persons accompanying members while on Radiant Hall's premises. The studio is built on trust and shared respect that requires everyone uphold the expectations listed within the Community Guidelines. Any guests creating an unsafe or unpleasant environment will be asked to leave immediately.

Promotion

Radiant Hall can post, share, tweet, photograph, and promote all artists within the building through social media. This includes individual tagging of all Radiant Hall artists and their work. Radiant Hall will credit all photographed studios with proper credit lines.

II. Unacceptable Behavior

We do not tolerate abuse of any kind, which includes, but is not limited to yelling, bullying, physical abuse, threats, sexual abuse/harassment, intimidation, stalking or beyond. Anyone accused of causing harm (physical violence, intimidation or threats) will be removed from the space until the conflict is resolved as per our conflict resolution process.

The following types of behavior are unacceptable at Radiant Hall, both online and in-person, and are grounds for removal/termination of membership and/or employment.

Discriminatory or Oppressive Behavior

Radiant Hall does not tolerate acts of oppression and shall address any intentional or unintentional acts of oppression towards an individual or group of people that creates barriers to access or inclusion; and/or any discriminatory behavior or language on the basis of:

- Race
- Ethnicity
- Ancestry
- Religion or creed
- Socio-economic class
- Sex
- Gender
- Sexual orientation
- Gender orientation/identity
- Receipt of public assistance
- Political affiliation
- Level of literacy/education
- Citizenship/immigration status
- Country of origin
- Mental health status
- Age
- Type of housing
- Neighborhood of residence
- Language
- Family status
- Health status
- Ability
- Personal characteristics
- Record of offences
- Any other protected status under federal or regional legislation

Abusive Behavior

Radiant Hall does not tolerate harassment in any form. Those who are found to be engaging in harassment and discriminatory or abusive behavior will be subject to consequences outlined in our conflict resolution process, which may result in sanctions or a ban from all Radiant Hall spaces and programming, including social media and digital platforms.

Harassment includes, but is not limited to:

- Offensive, derogatory, threatening, aggressive, or silencing comments (related to gender, gender identity + expression, sexual orientation, disability, physical appearance, age, language, body size, race, ethnicity, nationality, religion, socioeconomic standing, or otherwise).
- Unwelcome comments regarding a person's lifestyle choices and practices, including those related to food, health, parenting, drugs, and employment.
- Deliberate misgendering or use of 'dead' or rejected names.
- Gratuitous or off-topic sexual images or behavior in spaces where they're not appropriate.
- Physical contact and simulated physical contact without consent or after a request to stop.
- Threats of violence.
- Incitement of violence towards any individual, including encouraging a person to harm themselves or others.
- Deliberate intimidation.
- Harassing photography or recording, monitoring of activity.
- Sustained disruption of discussion, disruption of events, programs, or space functionality.
- Unwelcome sexual attention.
- Pattern of inappropriate social contact, such as requesting/assuming inappropriate levels of intimacy with others.

- Continued one-on-one communication after requests to cease.
- Deliberate “outing” of any aspect of a person’s identity without their consent.
- Publication of private communication.
- Violence, intimidation, stalking, cyber-stalking, or unwanted following of a person.
- Persistent, abusive, and non-constructive criticism regarding any project(s) any participant may show during an event, or program.
- Persistent micro-aggressions in the form of comments, jokes, questions or otherwise.
- Inappropriate physical contact without consent.
- Sexually demeaning imagery that is not contextualized within an art practice or critique.
- Advocating or encouraging any of the above behavior.

Additional resources, including definitions and examples can be found at radianthall.org/member-resources.

Radiant Hall prioritizes marginalized peoples’ safety over privileged peoples’ comfort. Our staff reserves the right NOT to act on complaints regarding:

- ‘Reverse’-isms, including ‘reverse racism,’ ‘reverse sexism,’ and ‘cisphobia’
- Reasonable communication of boundaries, such as “leave me alone,” “go away,” or “I’m not discussing this with you.”
- Communicating in a ‘tone’ you don’t find congenial, this does not include shouting or raising your voice at someone
- Criticizing racist, sexist, cissexist, or otherwise oppressive behavior or assumptions

Behavior that Jeopardizes Radiant Hall’s Existence

Illegal, dangerous, or irresponsible behavior that puts people or property at risk—If someone is hurt, or if there’s damage to the building, this opens us up to consequences ranging from us having to move out of our space to legal action being brought against us. The costs of either of these outcomes would jeopardize the existence of Radiant Hall.

Sleeping in the space—You may take a quick nap at Radiant Hall, but do not sleep here overnight—this puts us at risk legally. Please reach out to a staff member if you notice someone sleeping in the space, or if you or someone else at Radiant Hall needs help finding housing.

Off-Premise Behavior

Radiant Hall members and staff are held to the standards outlined in this code of conduct when interacting in the physical studio space, at RH-run events, and on social media and digital platforms. In addition, the Radiant Hall community and experience often extends outside those spaces. Discriminatory, oppressive, or abusive behavior by those affiliated with Radiant Hall still has a profound impact on individuals and on the community when it happens beyond our walls. Radiant Hall management will use our discretion when deciding whether to enforce this code of conduct and potentially remove someone from the studio community after reports of such behavior happening outside of Radiant Hall, taking into account the impact on the individual(s) involved as well as the impact on the community at large.

We reserve the right to deny membership to anyone whose actions or opinions do not align with our organizational values or behavioral standards. If a member does not adhere to these guiding principles, Radiant Hall’s directors/management, at its own full discretion, can revoke any membership at any time.

When in doubt, please report unacceptable behavior to us. If someone’s behavior outside of Radiant Hall makes you feel unsafe at Radiant Hall, that is absolutely relevant and actionable for us.

III. Safety Guidelines

Take some time to familiarize yourself with emergency exit routes at your studio, as well as the location of fire extinguishers and other emergency supplies. Evacuation maps and emergency contacts are posted in the studio.

In most cases, your Studio Director is your first contact for all studio-related inquiries. Any safety concerns or questions should be reported to your Studio Director.

Building Security

- Do not share access codes or keys with anyone else unless absolutely necessary, or otherwise approved by Radiant Hall staff.
- Report lost keys/fobs to your Studio Director immediately.
- Keep doors locked at all times, even when you are in the studio.
- Be aware of your surroundings when entering or leaving the building, and don't leave valuables in your car.
- Please note that Radiant Hall is not responsible for damage or theft of any contents, artwork, or electronics left in the studios. We recommend that artists purchase a renters or other insurance policy to cover any valuable materials, electronics, and equipment.

Materials Usage

- You are responsible for familiarizing yourself with the proper use, storage, and disposal requirements of all materials used in your practice. This information is available in Material Safety Data Sheets (MSDS) provided by most product manufacturers.
- The use of toxic & high-odor mediums (including resins, aerosols, turpentine, etc.) is not permitted in the studios. These materials may be used outdoors or in the garage (with the door open) only.
- Dispose of all oil and solvent-soaked rags, paint waste, and other hazardous materials in designated steel cans found in the studio. Do not dispose of chemicals down the drains.

Fire Hazards

- Limited use of heated tools and open-flame devices may be permitted only under certain conditions. Please ask your Studio Director for more information.
- If you are using an extension cord or electrical drop-down continuously for more than a few minutes, make sure that the cord reel has been emptied and the extension cord is completely uncoiled. This will prevent overheating, which can lead to the melting of the cable and possibly starting a fire.
- Never leave extension cords or appliances plugged in when you are not present.
- Please use extra caution when using space heaters:
 - Turn space heaters off and unplug them when you leave the studio.
 - Keep space heaters three feet away from anything that can burn.
 - Place space heaters on level, flat surfaces. Never place heaters on cabinets, tables, furniture, or carpet, which can overheat and start a fire.
 - Plug space heaters directly into a wall outlet. Do not use an extension cord or power strip, which could overheat and result in a fire. Do not plug any other electrical devices into the same outlet as the heater.

Emergency Procedures

- For minor injuries there are first aid kits in studio common areas. Please report any low supplies to your Studio Director.

- In the event of a fire alarm, evacuate the building IMMEDIATELY and walk toward the designated area (corner of Cotton Way and Plummer St for Lawrenceville; parking lot entrance gate for Homewood; corner of Thompson Ave and Yunker St for McKees Rocks). Wait there until you receive further instruction.
- If you suspect a gas leak, evacuate the building and call 911. DO NOT operate any electronics in the area, or turn anything on OR off.
- Contact law enforcement (call 911) directly to report criminal activity (e.g. physical assault, sexual assault, theft), or to report a dangerous physical situation (e.g. fire, serious injury, fear that someone will hurt themselves or someone else).
- In the event of a medical emergency time is of the essence. If you can safely and knowledgeably do so, *seek consent* to stabilize the injured person(s) and CLEARLY IDENTIFY an individual to call 911. If you are unable to stabilize safely, attempt to locate someone who can after calling 911.
- Contact your Studio Director by phone if there are urgent problems with the space (e.g. if the space is flooding).

IV. Conflict Resolution Policy

When someone is harmed, reach out and offer support. We center a culture of care and empathy. Respect the boundaries of individuals who may not want your support. Consent and respect are central to providing meaningful support.

If someone makes you or any else feel unsafe or unwelcome, please report it as soon as possible. Harassment or other code of conduct violations reduce the value of our spaces and events for everyone. We want our members and guests to be happy and safe. A strong and welcoming community makes our spaces and events better for all.

Practice Empathy

We all make mistakes, and we all have different and unique lived experiences, this means we have to have substantial empathy for ourselves and others. We acknowledge that everyone makes mistakes, that those mistakes often cause harm to others and that intent does not equal impact. As such, we invite the members of our studio community to acknowledge the mistakes we've made, so that we can be accountable for the harm and can help reconcile it in a way that centers those we have harmed. We don't believe that people are disposable and we believe that responsibility and accountability and trauma-informed conflict resolution are key to fostering safe spaces.

Self-Mediation

If comfortable to do so, we strongly encourage the parties involved to speak to one another directly—where safe and appropriate—as we have found that issues can often be resolved this way. Refer to the *Step-By-Step Checklist for Difficult Conversations* on our website for guidance. If this approach is not possible, or if after doing so the conflict remains unresolved, please file a report.

Reporting Violations

We are committed to a robust reporting and conflict resolution process in order to keep our studios or events a welcoming environment for all participants. The following avenues are available to anyone who wishes to report harassment, discrimination and inappropriate or unsafe behavior:

- *Informal Report*—Contact your Studio Director or another staff member directly either in person or via email. When reporting in person, our staff will ensure you are safe and cannot be overheard. They may involve other staff to ensure your report is managed properly. Once safe, we'll ask you to tell us about what happened. This can be upsetting, but we'll handle it as respectfully as possible, and you can bring someone to support you. You won't be asked to confront anyone and we won't tell anyone who you are. We may ask that you document your report in

an email, or we may encourage you to file a formal report if the situation warrants it and you are comfortable doing so.

- *Formal Report*—File a report via the form found at radianthall.org/member-resources. Reports submitted through the online form are received by both the Managing Director and the Vice President of the Board of Directors. A formal report is a matter of record, and a copy will be placed in the file of any member/staff involved. *The form allows you to report anonymously.* Please only use this option if you really need to, and know that we might not be able to take action without knowing who you are. See our Confidentiality policy below for more information.

When a Report is Filed

The Managing Director and/or Vice President of the Board of Directors will fully investigate reports and take whatever action is necessary to address conflict and prevent a recurrence (for example, they can report an anonymous complaint in an attempt to make the offender aware of the disturbance, mediate an in-person meeting between complainant and complaine, send out a general email reminding the entire studio membership of Radiant Hall policies, move one or both members to another studio or location, temporarily or permanently revoke membership privileges, or other strategies as appropriate). Depending on the nature of the complaint, the complaine may be immediately barred from Radiant Hall spaces, events and programs pending the outcome of the investigation.

Anyone asked to stop unacceptable behavior is expected to comply immediately. Members, staff, and program participants who repeatedly engage in unacceptable behavior will face progressive consequences up to and including termination of contract/employment and a ban from Radiant Hall spaces and programming.

We understand that speaking about the harm we've experienced is difficult and often traumatizing. We strive to honor the courage of those who come forward. Radiant Hall staff will be happy to help you connect with third party resources and supports including options for free counseling, support groups, mental health services, and sexual assault supports.

Confidentiality

We will keep all reports confidential, unless we've discussed with you and agreed otherwise. When we discuss incidents with people who are reported, we will anonymize details as much as we can to protect reporter privacy. However, some incidents happen in one-on-one interactions, and even if the details are anonymized, the reported person may be able to guess who made the report. If you have concerns about retaliation or your personal safety, and do not want us to share the details of your report with anyone (including the perpetrator) please let us know explicitly in your report.

Termination

Terminated members are required to vacate their studios within 15 days of termination, or on the last day of their contracts' current month, whichever time period is greater.

V. Community Feedback

Radiant Hall seeks the consultation and engagement of our community to ensure we are building a welcoming and safe environment that is respectful and inclusive. We know we will make mistakes; we aim to acknowledge those mistakes, to learn from them, and to reconcile the harm that results from them with the support of our community. If you have any feedback for ways we can improve our policies, procedures or programs, please reach out to a staff member or submit anonymous feedback on our website at radianthall.org/member-resources.