

# The Chairmaker's Toolbox: Volunteer & Student Code of Conduct

## Introduction & Statement of Intent

The Chairmakers Toolbox (CMT) mission is to equip historically excluded makers to engage in the field of chairmaking and to advance in their woodworking practice. We facilitate the creation of psychologically and physically safe environments in which makers are empowered to learn and work free of harassment, discrimination, and harmful behavior and language.

The intent of this code of conduct is to specify how you, as a participant of The Chairmakers Toolbox, help to fulfill this mission. This applies to anyone taking part in CMT as a committee member, chair, or volunteer. It applies to in-person events as well as online communications, whether they be through virtual meetings, email, social media, or any other forum involving the CMT organization, its members, volunteers, or its students.

## Code of Conduct

CMT exists to confront the ways power and privilege impact the woodworking field in the hopes that we can build a more open, equitable, and welcoming environment for all historically excluded makers, inside and outside of CMT spaces.

We ask that all of our participants recognize and interrogate the ways in which each of us hold power and privilege as individuals and self-educate on how to break patterns of harm.

Some ways that you can help CMT create welcoming and creative spaces, in both in-person and virtual settings are:

- Keep confidentiality - people who apply to CMT opportunities are asked to share vulnerable/sensitive/personally identifying data which must be respected
- Allow others to speak without interruption
- Be mindful of the amount of space you are taking up in group conversations
- Understand that all participants come from different woodworking contexts and backgrounds
- Encourage inquisitiveness
- Be intentional, thoughtful and inclusive in the language that you use
- Ask permission before touching people or their property
- Challenge internally held biases and not making assumptions about people's backgrounds or identities

- Use neutral gender pronouns or someone's name until you know how someone identifies
- Ensure that all participants are getting equal access to volunteer opportunities
- Respect shared spaces and property - both physical and digital resources
- Respect the communication/activity status of other volunteers and committee members
- Respect the individual boundaries set by committee members and volunteers

The Chairmakers Toolbox does not tolerate harassment or harmful behavior of any kind. Forms of harassment and harmful behavior include, but are not limited to:

- Sexual language, imagery, or attention
- Sexist, racist, and exclusionary jokes
- Acts that insult or belittle in any way
- Offensive verbal comments related to gender, gender identity and expression, sexual orientation, ability, physical appearance, body size, race, ethnicity, religion, socioeconomic status, caste or creed
- Intimidation
- Stalking / following
- Unwarranted or non-consensual photography or recording
- Non-consensual sharing or posting of images or videos
- Sustained or repetitive disruption of events
- Inappropriate or non-consensual physical contact
- Unwanted contact through any forum
- Sharing of confidential content, sensitive information or personally identifying data of other CMT volunteers or participants of CMT events, classes, or programs

We recognize that everyone makes mistakes and that some harm is unintentional. We ask that anyone who participates in CMT events be willing to participate in conversations surrounding harm. It is not our intention to be punitive, but rather to foster environments that encourage both personal and creative growth.

## Reporting

If you experience or witness anything that breaches this Code of Conduct or otherwise makes you feel unsafe, harassed, or discriminated against and you wish to report it, please do so as soon as it is safe by contacting a trusted CMT committee chair or representative via slack or email.

Our priority is your safety. We will have a conversation with you about the incident and ensure that you are comfortable with what happens next in order to resolve it in a way that feels good to you and ensures your safety and the safety of other CMT participants.

## Accountability and Resolutions

CMT acknowledges that holding each other accountable and finding resolutions looks different in every situation. If you are found to have broken the code of conduct, CMT reserves the right to engage in the appropriate type of conflict resolution with you.

If there is severe harm caused and remediation is not deemed possible, you may be removed from CMT events and asked to turn over any CMT materials and property.

CMT reserves the right to take further action as necessary for the safety and wellbeing of CMT participants, staff and volunteers.

## Updates to this Document

CMT is committed to periodically reviewing this Code of Conduct to ensure that it remains relevant. This document may change at any time. CMT will let you know when this document has been updated.