

PURPOSE

As a member, this place and this community belongs to you.

Whether you're at The Loft every day, once a month, or strictly remote, whatever level of experience, background, or industry you come from, this is YOUR Loft.

In order to make sure this community can be home to everyone, we've put together a few guidelines.

WE EXPECT MEMBERS...

To take care of themselves, each other, and this place.

Be kind to each other, and to yourself. Create opportunities to collaborate with one another, and invite others to do so. Take care of The Loft as if it's your home (or better). Leave spaces better than you found them. Encourage others in their endeavors, and respect each other's privacy. Treat others with the professionalism, warmth, and respect with which you would like to be treated.

TO ENSURE ALL OUR MEMBERS FEEL SAFE AND COMFORTABLE...

The Loft cares about creating an open and welcoming community, and we are committed to making membership a respectful and harassment-free experience for everyone, regardless of gender, gender identity and expression, sex, sexual orientation, disability, neuro(a)typicality, physical appearance, body size, race, ethnicity, national origin, immigration status, age, political affiliation, or religion.

This Code of Conduct applies to our physical space at 152 E. Main Street, outside of The Loft at community-related social activities, and online in both public and private channels.

By becoming a Loft member, you are agreeing to abide by these guidelines. We expect our community to help us realize a safe and positive experience for everyone.

WHAT CONSTITUTES HARASSMENT

Harassment includes, but is not limited to:

- Verbal comments that reinforce discrimination based on gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, religion.
- Sexually-charged jokes, statements, or comments.
- Creation or display of sexual images in public spaces.
- Deliberate intimidation, stalking, or unwanted following.
- Harassing photography or video/audio recording.
- Sustained disruption of talks or other events.
- Inappropriate physical contact.
- Invasion of personal space.
- Unwelcome sexual attention.
- Advocating for, or encouraging, any of the above behavior.

These behaviors, as well as others described below, are not conducive to a welcoming environment and are therefore prohibited from this space.

ENFORCEMENT

If a member engages in harassing behavior, Loft staff retain the right to take action in order to maintain a welcoming environment for other members. This includes warnings, expulsion from The Loft without a refund, or other measures deemed appropriate. Loft staff are authorized to address anything designed to, or with the clear impact of, making the environment hostile for any members.

REPORTING

If someone makes you or anyone else feel unsafe or unwelcome, we encourage you to report it as soon as possible. All claims are taken seriously and will be handled by Loft staff. You can make a report either personally or anonymously, both detailed below.

ANONYMOUS REPORT

The Loft will set up an online form to report harassment. We can't follow up an anonymous report with you directly, but the Loft staff will fully investigate it and take whatever action is necessary to prevent a recurrence.

PERSONAL REPORT

If you are being harassed by a member of The Loft, notice that someone else is being harassed, or have any other concerns, please contact the Loft staff at director@harborinc.org or call 1(601) 208 - 0745. When taking a personal report, our staff will make sure that we discuss your issue privately and securely. At this point, we will ask you to go over the details of the harassment. This can be a difficult process, but we'll handle it as respectfully as possible, and you are welcome to bring someone with you for support. We will never ask you to confront someone, and we will not relay your name or information to the accused. Our team will be happy to put you in touch with law enforcement or any other local services you request. We want you to feel safe and comfortable.

INCLUSIVE LANGUAGE

As language is both a reflection of and a contributor towards culture, we do ask that all participants use language that demonstrates the best aspects of coworking culture and avoid language that could alienate or disparage others. This means we ask that you follow these guidelines for what constitutes disrespectful language.

GENERAL GUIDELINES

There is no place at The Loft for language that is openly or casually degrading to a person or group. Any words or phrases, no matter how seemingly innocuous, that perpetuate negative stereotypes and communicate exclusion are not allowed. Some of these can be subtle and said without any ill-will, which is why

we encourage participants to examine their own language and use this guide as an opportunity for learning. For some examples of language that we are trying to avoid, please see the below examples.

RACISM

Addressing individuals or a group of people in a diminutive, derogative, or malicious way based on their (assumed) race and ethnic background is racist, disrespectful, and harmful. We do not tolerate any racist behavior, slurs, statements, or jokes.

ABLEISM

Words like “crazy,” “dumb,” “insane,” or “lame” are examples of language that devalues people. Many people use these words not because they seek to be hurtful, but because they are attempting to describe something they perceive to be outside of the norm, which reinforces harmful stereotypes and impacts real people. Instead, try to broaden your vocabulary and find ways to express yourself that are more appropriate, inclusive, and elegant.

SEXISM

Everyone is expected to respect each other’s chosen pronouns. Try to avoid using words like “dude” or “guys” to address groups. This shorthand contributes to linguistic barriers that drive exclusion and an unwelcoming environment.

MEDIATION

If you feel you have been falsely or unfairly accused of violating this Code of Conduct, you should notify Loft staff with a concise description of your grievance. Your grievance will be handled in accordance with The Loft’s existing governance policies.