Palo Alto Art Center Code of Conduct

The Palo Alto Art Center Tenets of Organizational Culture: Inclusive, Respectful, Collaborative and Strategic

Every Art Center staff and volunteer knows and understands their roles in upholding our mission, values, and vision. We acknowledge that this work is a process. Staff and volunteers are at different points in the process, and we are all invested in the success of this work. We operate with the highest level of professionalism on behalf of Palo Alto Art Center, Palo Alto Art Center Foundation and the City of Palo Alto, with whom we share a long-term commitment to serve residents of and visitors to our diverse City.

In conjunction with the tenets to which staff and volunteers adhere, we expect all visitors and program participants to also:
- Ensure a welcoming, positive, and respectful environment for all regardless of background
- Treat members of the Art Center community and the public with dignity, respect, and courtesy

What you can expect when visiting the Palo Alto Art Center:
All visitors and program participants—regardless of gender, sexual orientation, disability, physical appearance, body size, race, or religion—can expect the Palo Alto Art Center to be safe, inclusive, and free of harassment. This includes all online and onsite experiences.

Compliance with this Code of Conduct is expected from all visitors and program participants, including, but not limited to visitors, students, members, staff, instructors, contractors, volunteers, artists, and donors.

Behaviors NOT tolerated:

Harassment includes, but is not limited to:
- Sustained disruption of classes, workshops, drop-in studio, talks, or other events
- Physical contact without consent or after a request to stop
- Unwelcome sexual attention
- Deliberate intimidation or stalking of any kind – in person or online
- Collection or distribution of harassing photography or recordings
- Threats or acts of violence
- Comments or actions that minimize a person's lived experiences[i], identity, or safety
- Deliberate misgendering or use of dead[ii] or rejected names[iii]
- Deliberate outing of any person's lived experiences or identity without their consent
- Advocating for, or encouraging, any of the above behavior

How do I report an incident?

If you have been involved in or witnessed an incident at the Palo Alto Art Center that you believe violates this Code of Conduct, you can report it in two ways:
- In person: by making contact with a staff member
- Email: by emailing artcenter@cityofpaloalto.org

If you need immediate emergency assistance, please call 911.

Consequences:

This Code of Conduct is in place to protect the safety of all visitors and program participants. Individuals asked to stop any harassing or discriminatory behavior are expected to comply immediately. Palo Alto Art Center staff and board members may take action to redress anything that disrupts any experience or makes the environment unsafe for participants. Anyone engaging in any of the behaviors outlined as harassment above may be subject to expulsion.

Attribution: This Code of Conduct is based on the example policy from California Association of Museums, the Geek Feminism wiki and uses language from the Nonprofit Technology Conference's Code of Conduct, the American Alliance of Museum's Code of Conduct, and the Museum Computer Network 2019 San Diego Code of Conduct.

[i] "lived experiences" means the first-hand accounts and impressions of living as a member of a minority or oppressed group.

[ii] "deadnaming" means to use someone's old name. It specifically refers to the practice of deliberately referring to a trans person by their pre-transition name. Not only is it disrespectful, it can be considered an act of violence, especially when a person is not publicly out as trans.

[iii] "rejected name" can also include persons who have changed their names for non-transition related reasons such as relationships, political statements, etc. Malcolm X changed his name for very specific reasons related to his identity; it is disrespectful to refer to him as anything besides Malcolm X