

# FORGENYC

ARTS CONSULTING + DEVELOPMENT

## Code of Conduct

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### The Process Matters:

At FORGE, we believe that how you work matters as much as what you're making and why. When you're at one of our Retreats or Residencies, that extends to how you treat the spaces, the staff, and your fellow artists. FORGE is committed to fostering a safe, inclusive, and respectful work environment that supports all artists and staff, regardless of race, religion, ethnicity, national origin, gender identity, age, disability status, sexual orientation, citizenship status, or any other personal characteristic.

To make sure that all of our artists can make the most of their time, we ask everyone to read and agree to the following expectations:

### The Law

- I agree to comply with all applicable federal, state, and local laws, rules and regulations. Violation of laws and regulations may subject me, as well as FORGE, to civil and/or criminal penalties.
- I am committed to a workspace that is free from sexual, racial, or other unlawful harassment, and from threats or acts of violence or physical intimidation. I agree that abusive, harassing or other offensive conduct is unacceptable, whether verbal, physical or visual. If you believe that you have been harassed or threatened with or subjected to physical violence in or related to the workplace, you should report the incident to a FORGE staff member, who will arrange for it to be investigated. All efforts will be made to handle the investigation in a confidential manner.

### The Baseline

- I agree to bring my best self to this opportunity, offering a great work ethic and professional collaborative stance, and respecting the spaces and opportunities provided.

### Working with the House, Barn, and Property

- I agree that our access to the property at 130 West King Street and all of its facilities and moveables is subject to FORGE's discretion and I agree to abide by FORGE's rules and policies for the duration of our time at 130 West King Street.
- I agree not to occupy the premises outside the periods that FORGE has allotted.
- I agree to treat the property, facilities, and moveables with respect, understanding their value as a shared resource for my current and future colleagues.
- I agree to take responsibility for myself, and my collaborators, and clean up any messes we make (returning spaces to their original conditions) and seek help from FORGE in repairing any damage we may cause to the property.

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- I agree not to smoke within any buildings on the property, and to make sure that any materials are fully extinguished, fire-safe, and properly disposed of.
- I agree to obtain advance written consent from FORGE before bringing any live animals or pets to the property.
- I agree to refrain from using or distributing software that may damage or disrupt FORGE's work environment by transmitting a virus or conflicting with FORGE systems.
- I agree not to bring any weapons or instruments of violence to the property, including knives or any firearms.
- I recognize that there is no lifeguard on duty at the pool, and affirm my ability to swim safely before entering the pool enclosure. I agree to take full responsibility for any accidents or injuries that may occur within the pool enclosure.

### **Working with FORGE**

- I agree to treat all FORGE staff members with respect.
- I agree to share all special needs (diet, allergies, accessibility, etc.) with FORGE in writing in advance of the Retreat or Residency and collaborate with the FORGE staff to arrive at reasonable accommodations.
- I agree to share in a meal plan developed by FORGE that accommodates all dietary needs for which I have provided advance notification. Should I require additional or supplemental meals, I agree that I am solely responsible for any costs incurred outside of FORGE's meal plan.
- I agree to respect the 'quiet hours' of 12am-8am, and to refrain from loud work, music, conversation, and movement during that time.
- I agree to act with restraint and moderation with regard to all legal intoxicants, and take full responsibility for my choices and behavior while intoxicated. I will not allow, encourage, or condone, any intoxicants to be shared with or served to minors.
- I agree to share my concerns with FORGE about any activities that may violate the Code of Conduct, or present a danger to the Residents, the property, or the FORGE staff.

### **Working with Each Other**

- I agree to not make assumptions about the gender, sexuality, race, religion, or other closely held beliefs of our Residents and staff. I will not shame, threaten, interrupt, or talk over anyone. I will speak directly and respectfully when I disagree, and if I lose my temper, I will stop and move away for a break until I can restart the conversation.
- I agree to not assume that the intimacy I feel towards someone is shared by them. If they physically or verbally ask me to stop, I will. I will use proper names and pronouns when I speak, and I will not subject anyone to comments on their clothing, bodies, physical attributes, or personality characteristics. I understand that the way my behavior is received is as valid as the way my behavior was intended. I will listen to the feelings and responses of others, and adjust accordingly. I will call out harassment of any kind if I see it.

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- I acknowledge that even well-intended people have blind spots and make mistakes. I will engage in open-minded dialogue and seek to resolve disputes with respectful communication.

No Handbook can provide definitive answers to all questions; FORGE recognizes that it is difficult to anticipate every decision or action that you may face or consider. Whenever there is doubt about the right ethical or legal choice to make, or questions regarding any of the standards discussed in the Code of Conduct, you should seek guidance from FORGE about the right thing to do, and keep asking until guidance is obtained.

We encourage everyone to directly address behavior they experience or observe that does not uphold our commitments to each other, in so much as they are comfortable. Or, they can speak to any of the following people with whom they feel most comfortable, without fear of retaliation: FORGE Co-Founder, Chie Morita; FORGE Co-Founder Greg Taubman; or the project's Lead Artist, Stage or Company manager, if applicable. Complaints will be taken seriously and treated with care and discretion. Confidentiality will be respected when at all possible.

This Code of Conduct is a living document<sup>1</sup> and will be periodically updated. Failure to follow this Code, or to comply with federal, state, local, and any applicable foreign laws, and FORGE's policies and procedures may result in, among other actions, expulsion from a Retreat or Residency without refund, and a termination of any ongoing agreements with FORGE.

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<sup>1</sup> Last Update: August 15th, 2019