

## **Men in Sheds MK: Code of Conduct and Rules**

Men in Sheds MK is a community where all our members and visitors should feel welcome.

The Code of Conduct applies to everyone on Shed premises, and to written correspondence (including email) and on any public medium such as Slack, Facebook, Twitter, Instagram.

1. It is unacceptable to harass or discriminate against others for any reason.
2. Keep all communication civil and keep swearing to a minimum; if you can't make a comment politely and persuasively, don't make it at all. Your conduct reflects on the image of the Shed as seen by outsiders.
3. Public trolling on social media is never appropriate.
4. Personal attacks or aggressive behaviour by or towards individuals or groups will not be tolerated.

You may be initially warned or any online communications may be moderated as appropriate if you ignore the above guidelines. If you persist, you may be banned from the Shed and the Shed's social media (see below).

### **Code of Conduct**

This Code of Conduct and the Rules (below) apply to anyone who uses the Shed or its facilities

A person may be banned from the Shed if they are in violation of the Rules or Code of Conduct, if they are causing persistent annoyance, or if they have the potential to harm themselves or other users of the Shed.

### **Disciplinary and Grievance Procedure**

The Trustees have the authority to ban anyone from entering the Shed, or in extreme cases strip anyone of their membership, but must only do so in circumstances where this is seen to be best for the Shed as a whole. Before the formal banning procedure is entered into, the Trustees must make every attempt to resolve the issue informally.

In the case of direct physical or extreme verbal violence towards any person in the Shed, a member may be suspended whilst the case is referred to the Trustees.

Repeat offenders who persistently demonstrate unwillingness to cooperate with warnings may ultimately be banned. Throughout the process every effort will be made to keep clear and constructive communication between the Trustees, the offending party, and any other affected parties.

The offending party must be given at least two official warnings for a minor offence e.g. not using PPE, sleeping in the Shed, machinery damage through negligence or malicious intent, before being banned. At every stage, it must be made clear to the party where they are in this process.

For offences deemed as serious, the ban may be given immediately.

At every stage, the Trustees must be in agreement that allowing the user to continue to use the Shed would not be in its best interest.

At every stage, the Trustees must make their reasoning available to the offending party. They must also make as much detail as is appropriate available to all members.

By default, a ban will be for a year. At their discretion, the trustees can issue a reduced ban period.

Bans of more than one year may only be issued in extreme circumstances. The Trustees must review these bans yearly.

When a person is banned, their right to access the Shed and to participate in its processes, such as voting in meetings, is revoked and any keys must be returned. Any entry to the Shed without the prior, express permission of Trustees will be considered trespass, and dealt with under the appropriate laws.

The Trustees must seek feedback from the community to ensure this process remains fair and balanced. The process for removal of a member is set out in the CIO Constitution, version 6, section 4.

If an individual member or group of members have a grievance against another member or group of members this must be brought to the attention of the Trustees who will use best endeavours to resolve matters. In extreme cases external mediation or arbitration may be sought.

## **Shed rules**

The Shed is run entirely by and with the consent of its members and, on the whole, this works pretty well.

We want to keep rules to a minimum; they are here for your safety and that of other members, and to prevent annoyance, harm to and abuse of users of the Shed.

In addition to these rules, all members and visitors are expected to observe the Code of Conduct.

### **Safety and security**

Don't use tools unless you're sure you know how to do so safely. If you see someone working in an unsafe way, it's your duty to stop them and let them know.

For certain equipment, accreditation is required to ensure that you operate the equipment in a safe manner.

Do not defeat or hack safety features/equipment. Removal of guards because they are in the way is not an excuse, nor is not using the appropriate guarding or safety features. This is for other people's safety as much as yours.

A minimum of two people must be present in the workshop at any time.

Members will be issued with keys only on submission of a convincing case to the Management Committee. The issue of keys will be strictly controlled and if you are issued with one you are responsible for it. It must not be passed to another member and if you leave the Shed it must be returned.

All members and visitors must record their arrival at and departure from the Shed at all times by means of either the written log or electronic fob.

If you are the last to leave the Shed you are responsible for ensuring that all lights and heating are turned off and that both front and rear doors are secured.

## **Using Shed tools, materials and equipment**

If something is broken, fix it; don't complain. If you can't fix it, inform a member of the Management Committee ASAP. If a tool is damaged while you're using it, you must tell a member of the Management Committee. If you damage a tool due to misuse, the Committee may ask you to contribute towards the cost of its replacement or repair. The Trustees may also issue a formal warning

If you're doing a large project, please seek permission of the Management Committee before you bring it to site.

Networked PCs are provided for members' use. Please do not use them to visit websites that might cause offence to other members or may compromise the security of the Shed's network. If you suspect any viruses or other threats on a machine you are using please report it to a Committee member.

## **Personal Items**

Members are allowed to store personal project items in the Shed, but they must normally be stored on a designated shelving area downstairs and be clearly identified with a green Project Identification Storage System label, or be kept in one of the plastic boxes in the Makerspace upstairs, labelled with your name and contact number.

Project items that have exceeded the expected completion date on the green label may be ticketed with a yellow warning notice giving a deadline for removal of the item which may thereafter be subject to disposal.

## **Donating, Loaning, or Borrowing Items**

Carefully consider the true usefulness of an item before bringing it to the Shed. Disposal requires effort and space is limited. Seek permission from the Management Committee for large items.

Don't remove tools from the Shed without the express permission of a member of the Management Committee and entering the item in the Loan Book. Once a tool is removed from the Shed you are responsible for its safe keeping and return at the earliest possible time.

## **Sale of personal projects**

The Shed does not encourage the regular use of Shed facilities and materials to produce items that are to be sold for personal gain. Any member suspected of doing this may receive a warning under the disciplinary procedure. Anyone pursuing a registered business, other than a charity, on Shed premises will jeopardise the Shed's exemption from business rates and this is therefore not permitted.

## **Tidiness**

Workbenches must be completely clean and clear when you leave - be considerate to the next user. Please put tools back in the right location.

If you leave a project out overnight, ensure that all tools etc are put back so that another person may use them.

Wash your dirty crockery and cutlery before leaving the Shed or put it in the dishwasher. Don't leave it in the sink.

If the dishwasher is full, put it on a wash. Likewise, if the dishwasher has finished, empty it and put away what is now clean.

If you have engaged in any waste generating activity (e.g. cutting wood, machining metal, peeling wires, sanding etc), sweep or vacuum up. Leave the workspace in a better condition than when you found it.

### **Disposal**

If you think something should be thrown out, put it in the appropriate bin, either for recycling or disposal in the fortnightly waste collection.

If something is too big to fit in the bin, you should ask the Committee about it.

If you want to throw something away which may be useful to others, make sure the Committee is asked in advance.

### **Penalties**

If you continually annoy or endanger others by ignoring these rules and guidelines, the Trustees have the right to impose sanctions, as described in the Disciplinary and Grievance Procedure (above).

**Approved by the Management Committee and Trustees of Men in Sheds Milton Keynes, December 2019**