

## **Key City Creative Center**

### **Anti-Harassment Policy, 10-3-18**

All Key City Creative Center (KCCC) events and operations, and the KCCC space itself (1781 White St. and 1584 E 18th St. Dubuque IA), have an anti-harassment policy. Here is our policy:

Collaboration on projects is encouraged and welcomed at KCCC. However, some individuals prefer independent work and enjoy solitude -- this needs be respected. KCCC is dedicated to providing a harassment-free and safe experience for everyone, regardless of gender, gender identity and expression, sexual orientation, disability, physical appearance, body size, race, political affiliation or religion. We do not tolerate harassment of people at our events or space in any form. People violating these rules may be sanctioned or expelled from the space or the event at the discretion of the Board. In the case where harassment is not witnessed by a third party, then a thorough investigation will be performed by the board, promptly, prior to taking action. Acts of retaliation will not be tolerated.

Harassment includes but is not limited to the following actions directed at other members, board members, building owners or staff, and vendors to KCCC:

- Shouting at others
- Swearing at others
- Using the middle finger or other inappropriate body gestures towards others
- Threatening physical harm to others, or their property
- Offensive verbal comments
- Sexual images in public spaces
- Deliberate intimidation
- Stalking
- Following
- Unsolicited drop ins to members private studios, while Do Not Disturb sign is posted.
- Photography or audio/video recording or monitoring in public spaces without consent
- Sustained disruption of talks or other events
- Inappropriate physical contact
- Unwelcome sexual attention

#### **Harassment Does NOT include:**

One member asking another member to join them in an activity outside of the center regardless of their age, gender, sexual orientation etc. This action is considered harassment if it is repeated after clear indication that under no circumstances would you want to do this.

#### **If a member makes you feel uncomfortable when they talk to you please take the following actions:**

- let them know they are making you uncomfortable
- politely ask them to not talk to you
- then immediately notify the board using the general board email address
- If you don't feel comfortable confronting them, please bring this to the attention of the board, using their general email address, as soon as possible so that they may communicate your interests on your behalf.

The general board email address is posted on the community news white board.

People asked to stop any harassing behavior are expected to comply immediately. Any behavior or action experienced as harassment will be responded to as such. Depending on the severity of the issue, the board may choose to issue a warning, temporary suspension, revocation of access, deactivate key fob, or immediate cancelation of membership. In extreme cases the board will contact the police and take legal action.