



Studio/Lab Code of Conduct

When spending time in Studio/Lab, we ask that you be mindful of how you work with, and exist alongside, others. This allows us to create and maintain conditions in which innovation, experimentation and risk can thrive. To start from the same point of understanding we ask all staff, members, artists and visitors to read and adhere to our Code of Conduct.

If you are concerned about the conduct of anyone working with Studio/Lab please contact Lynn Song, **Studio/Lab Interim Lead** on maitreyi.maheshwari@FACT.co.uk

If you have a concern regarding a member of the Studio/Lab team, you are welcome to contact HR on the email found at the bottom of this document, or Nicola Triscott (FACT's CEO) directly at nicola.triscott@fact.co.uk

You can view a copy of Studio/Lab's risk management process flowchart [here](#).

Code of Conduct

We aim to support everyone to collaborate and learn by being clear about our, and one another's, expectations:

Using and sharing creative spaces

- Be actively welcoming to all people who use Studio/Lab. This comes with the understanding that structural inequality means that other visitors, residents, colleagues and audiences' experience of our space and studio culture may be different from your own. The space will be shared by lots of different people such as artists, FACT Staff, and young people engaging with our Learning Team and FACT Partners.
- Utilise and respect the booking system when reserving rooms and equipment, sharing the space collaboratively. Please don't book spaces you might not need. Regular non-use of booked spaces will flag a warning.
- If you're ever unsure of how to use the booking system or any equipment, please just ask and we would love to help you.
- Please keep your passcard safe and don't share it with anyone else, shared memberships will receive 2 cards. Lost or damaged cards will cost £10 to replace.
- When using the spaces please leave them as, or better, than you found it. Please use lockers to store anything in between use. This will allow other artists to create in the space when you aren't using it.
- Please adhere to our closure dates over Winter Breaks. All spaces and equipment will not be bookable.

Your Data Responsibilities

Ethical

- Do not store or download any illicit or unethical materials on FACT's computers or network, or utilise any of the equipment to create anything illegal. Any improper use of the space in this way will result in immediate termination of membership and any external follow-up which may be legally required.

Practical

- When using the Digital Library Computers, you must save all of your work to your specifically designated storage area in the h: Drive. Please do not store anything locally (this means on the computer hardware disk space). Mali is more than happy to give you a quick whizz around the file storage system when you first log in, she works Weds - Fri and you can contact her on mali.draper@fact.co.uk
- Each member has a capacity of 100GB storage on the Studio/Lab server.
- If you end your Studio/Lab membership, it is your responsibility to remove your files from the computers
- If you do not remove your files promptly when you leave, we will follow [this procedure](#) to send your files on to you and remove your files from our computers. Please note if we do not hear from you we will proceed to remove your data as per the data removal flowchart.

Using Equipment Responsibly

- Only use Studio/Lab equipment if you feel confident and have received the necessary guidance or training. If you are unsure, please ask a member of staff or book in additional help from Mali Draper (Studio/Lab Producer for Technology).
- Please take care with all equipment. If damage is caused due to carelessness, maliciousness or misuse, we may ask the responsible member to pay for the repair or replacement costs.
- All equipment must remain within FACT's premises.
- For filament 3D printing, we will provide basic black and white PLA and PETG for you to use on prototypes. If you wish to use the printers for production, you are kindly asked to buy your own materials.

Bring yourself authentically

- Respect terminology and self-description. People use different terms for self-identifying their genders, race, class, and disability among other things. Avoid making assumptions and respect given wording, make a habit of asking people how they want to be addressed. Apologise if you make a mistake.

- Be aware of your privileges and how other people you work with may not have had the same advantages as you. Acknowledge systemic racism and oppression. You might want to look at FACT's Equality, Diversity and Inclusion Policy and Glossary.
- Listen to people openly and respect their lived experiences. In your own time, take steps to educate yourself on the experiences of people who come from backgrounds different to yours.

Communicating Openly

- Create space for open discussion and debate. Listen to and respect differences of experience and opinion. Be open to being wrong, and changing your mind. Know that bigotry (such as homophobia, racism, ableism, transphobia) is not an opinion and will not be tolerated in any space.
- We will strive to use appropriate language in all communications - we understand that language is fluid. Terms shift and will need regular updating. If you spot a use of outdated language, please feel able to flag it.
- We will make all Studio/Lab communications accessible: in person, online and through other channels.

Safer Conversations Guide

We want you to enjoy your experience at our events and spaces at FACT. Both offline and online, we want you to feel safe, welcomed, and respected. We ask that you please read over our Safer Conversations Guide before attending events or using Studio/Lab. [Access the guide here.](#)

Access

Please let us know if you have any support or access requirements for which we might need to undertake a risk assessment or implement reasonable adjustments, including access workers, support animals etc).

[An example on an access form is here](#) if you feel like sharing this information with the Studio/Lab team would be helpful to allow you to navigate the space equitably.

Context

The above has been developed using:

- Research into the constant reach for better practice as found in the work of [Eastside Projects](#), [Unlimited](#), [The School for Poetic Computation](#), [Pervasive Media](#), [Site Gallery](#), [STEAMHouse](#), and the [FabLab network](#) (and charter).
- The evolution of our [Safer Conversations Guide](#) as tested throughout our Public Programme
- FACT's [Staff Code of Conduct](#), first developed in 2019 and recently updated

This document was updated in March 2026, and will be reviewed every six months. If you have any feedback please send this to studiolab@fact.co.uk

→ FACT's policies and glossaries on [Equality, Diversity and Inclusion](#), particularly around policies towards harassment or discrimination of anybody who identifies as having one or more of the below, protected characteristics:

- ◆ Age
- ◆ Disability
- ◆ Gender reassignment
- ◆ Marriage and civil partnership
- ◆ Pregnancy and maternity
- ◆ Race
- ◆ Religion or belief
- ◆ Sex and sexual orientation

For FACT's policy, in order to reflect the full diversity of Liverpool and Merseyside and our ways of working we have added the following specific characteristics. Please see the above EDI Policy for more details:

- ◆ Socioeconomic background
- ◆ Gender identity (beyond binary reassignment)
- ◆ Care-giving and/or parental responsibilities
- ◆ Neurodiversity

Process and Contacts

FACT Staff are trained to adhere to:

- 1) FACT's EDI Policy (via regular EDI training)
- 2) FACT's Staff Code of Conduct

And have been advised to utilise FACT's EDI Glossary. Links to these are available in the intro of this document.

If at any point you feel a member of FACT staff is not following these policies please speak to one of the Studio/Lab staff members. If this is not appropriate, contact HR@fact.co.uk