EYELEVEL
ARTIST RUN CENTRE & BOOKSTORE

2482 Maynard St, Halifax, NS B3K 1K4
902.425.6412 | director@eyelevel.art
@eyelevel_arc | eyelevel.art | FB eyelevel.arc

Code of Conduct

Last updated March 2021

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1. Purpose

This Code of Conduct ("Code") is a broad-reaching policy aimed at addressing the expectation of behaviour placed upon all representatives of Eyelevel, as well as users and stakeholders accessing Eyelevel's equipment and facilities and/or participating in any and all Eyelevel events. This Code of Conduct can be consulted in instances of oppression, discrimination and harassment and should be changed when deemed necessary by the Board of Directors to reflect definitions of inclusion which expand over time. Eyelevel recognizes that policies of this nature are inherently incomplete, and must coincide with ongoing dialogue and education on anti-oppression, anti-racism, and harm reduction.

Eyelevel recognizes patriarchal systems in which many arts organizations in Canada operate. Eyelevel acknowledges the ongoing existence of internalized misogyny, white supremacy, colonialism, rape culture, and systemic gendered pressures based on normalized patriarchal gender roles and a normalized societal framework. Eyelevel is committed to anti-oppression practices in all aspects of its operations to combat these systems.

2. Scope

This Code applies to all permanent and contractual staff, short-term and long-term volunteers and any third-party service providers including artists, subcontractors, and members. For the purpose of this Code, those falling under the scope of the code of conduct will be referred to as "Parties".

The Code of Conduct applies to two overall groups of individuals: "Representatives" of Eyelevel, which includes all permanent and contractual employees, short and long-term contractors, exhibiting/participating artists, board members and short and long-term volunteers. And "Stakeholders" of Eyelevel, which includes members, audience event attendees and organizational partners. Involvement with Eyelevel in any of the above capacities implicates agreement to this Code of Conduct.

Eyelevel's programming often occurs in site-specific, flexible, and temporary spaces. This Code applies to all spaces where Eyelevel hosts programming, meetings, gatherings, and events, including online and digital spaces. Furthermore, this code extends to the general conduct of those who represent Eyelevel, such as its Board & Committee Members, Staff and Artists.

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Eyelevel acknowledges that these positions hold sway and power within our arts community, and that Eyelevel takes a zero-tolerance policy when it comes to this power being leveraged in harmful and abusive ways, whether this occurs at Eyelevel events or not.

3. Safer Spaces

Use of Eyelevel's facilities and participation in all public Eyelevel events is a privilege. Eyelevel will not tolerate any instance of discrimination or violent acts, which include but are not limited to: racism, white supremacy, sexism, heterosexism, cissexism/transmisogyny, ableism, ageism, sizeism, sexualized and all acts of violence and harassment. Eyelevel believes and prioritizes the voices of survivors and victims of sexualized violence. Care for yourself and others.

Eyelevel affirms its commitment to anti-oppression in its practices and operations with special consideration paid to the following areas of the society: membership, access to and use of facilities programming and events, and volunteer and professional opportunities. Involvement with these aspects of the organization implies collaborative support in making Eyelevel a safer and more caring space to occupy.

Harm and oppression towards others, including content of work produced and shown through Eyelevel, will not be tolerated. Actions by representatives and stakeholders that are forceful, harmful, threatening, disrespectful, or violent within a framework of oppression or harassment can be communicated to the HR Committee, Staff or Board of Directors. Complaints will be taken seriously, addressed promptly, and treated with care to the best of our abilities. Staff is available as the first line of communication via the office phone or email, and Eyelevel is responsible for making contact information for emergency resources available in our facilities and temporary spaces.

4. Personal or Sexual Harassment

Eyelevel is committed to fostering a harassment-free space where all representatives and stakeholders are treated with respect and dignity. Eyelevel recognizes the right for representatives and stakeholders to approach the HR Committee or any trained staff member in confidence and anonymity when an instance of conflict or unsafe behaviour has occurred. Eyelevel's board, staff and HR committee adhere to a survivor-centric approach to harassment complaints and will care for those who take on the cost and risk of coming forward.

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Sexual harassment is any conduct, comment, gesture, or contact of a sexual nature that is unwanted or unwelcome by any individual, or that might be perceived by that individual as placing a condition of a sexual nature on an employment or career development.

Personal harassment means any conduct whether verbal or physical that is discriminating in nature, based upon another person's race, colour, ancestry, place of origin, political beliefs, religion, marital status, physical or mental disability, gender, age, or sexual orientation. It is discriminatory behaviour, directed at an individual, that is unwanted or unwelcome and causes substantial distress in that person and serves no legitimate work-related purpose.

Personal/Sexual harassment is not only intolerable, it is illegal. Eyelevel has a zero-tolerance policy with respect to Personal/Sexual Harassment. Personal/Sexual Harassment in any form is strictly prohibited and may be grounds for termination as a volunteer, or, in the case of an employee, immediate dismissal for just cause without notice or pay in lieu of notice. Representatives and stakeholders who have been accused of harassing another individual may be subject to disciplinary action as per the powers of the Board of Directors. This includes anyone who interferes with the resolution of a harassment complaint or retaliates against an individual for filing a harassment complaint.

Eyelevel acknowledges that sexualized violence and harassment can be experienced by all people(s) but disproportionately affects: cisgender women, trans women, non-binary and gender non-conforming people, two-spirited individuals, femmes, and any female-identifying folks. Eyelevel realizes these issues do not exist in a vacuum and hopes to uphold an intersectional approach to all racialized and sexualized issues and how Eyelevel may be perpetuating them.

5. Confidentiality

Parties shall respect and maintain the confidentiality of information gained while working with Eyelevel, including, but not limited to, all computer software and files, business documents and printouts, and all volunteer, employee membership, artist, donor and supporter records. Parties shall respect and maintain the confidentiality of individual personal information about persons

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involved with Eyelevel as well as confidential information pertaining to the Eyelevel itself and any collaborator and partner organizations.

If there are reasonable grounds to believe that an individual is at risk of self-harm, harming another, or harming the Eyelevel community, this confidentiality agreement may be broken, and in such circumstances, confidential information would only be shared with necessary services and authorities to prevent harm.

6. Implementation

Strict observance of the Code is fundamental to Eyelevel's activity, reputation, and mandate, as well as the safety of its staff, volunteers and members. It is essential that all permanent and contractual staff, short-term and long-term volunteers and any third party service providers including artists, subcontractors and members adhere to this Code. Adherence to The Code is agreed upon implicitly by involvement with the Society in the above capacities. The Board of Directors has approved this Code of Conduct and shall administer it, including enacting any necessary disciplinary action in accordance to the Society Bylaws.

Eyelevel recognizes that not all people(s) have (or have had) equal access or understanding to the structure of its policies and procedures. Eyelevel upholds the responsibility to make clear these documents to those who may require or request further explanation or clarification.

Accountability for respect of safer space, and anti-oppression policies falls on the individual. Poor judgement will first result in constructive feedback from Staff or the Board of Directors (whichever is more appropriate). If an ongoing problem is identified, more severe consequences will follow such as removal or restriction from participating in Eyelevel events and using Eyelevel facilities, revocation of membership, and in the cases of representatives of Eyelevel, dismissal from the individual's position.

Eyelevel reserves the right for its employees or Board members trained in Trauma Response to identify or respond to an incident where an individual does not feel safe or has been made to feel unsafe within Eyelevel's operations or within an event space that Eyelevel is operating. The HR Committee on the Board of Directors will be responsible for providing Trauma Response training (via third party or via the committee if adequately trained themselves) for employees

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and board members. Eyelevel is committed, to the best of its ability, to an environment of anti-oppression for any space where Eyelevel members or programming may be operating.