



Manchester Craft & Design Centre

Safe Space Charter

See also: Users Disciplinary Procedure, Bullying & Harassment Policy and EDI Policy

Approved by the Board on: 14 September 2022

Last reviewed: 14 September 2022

Next review date: November 2023

Manchester Craft & Design Centre

17 Oak Street

Manchester

M4 5JD

t: 0161 832 4274

e: contactus@craftanddesign.com

w: www.craftanddesign.com



Welcome to Manchester Craft & Design Centre. We are committed to ensuring our building and our practices are safe for **everyone** to thrive.

Our Commitment

The Centre is a creative and nurturing place, where we can all enjoy personal safety, collective care and mutual respect. In this environment, we are all liberated to be creative and daring in our work, and we can flourish both as individuals and as a group.

Our commitment to you is to cultivate, nurture and preserve this unique and special environment and we ask that you make the same commitment in return.

Safety and Freedom

When you are working in, with and for MCAD, you have a right to feel safe, supported, and free to grow as a professional and as a person. We ask you to take care that your behaviour doesn't inhibit this safety and freedom for anyone else.

If you feel your safety and freedom has been compromised, we encourage you to talk to us; we will listen and we will take appropriate action.

A Supportive Network

We have something very special at the centre; a community of different individuals with different life experiences, who are all bonded by a shared love for craft and making. Within this community, everyone has equal worth, and all perspectives are equally valid. Learning from one another enriches our creative practises and welcomes others to be part of it.

Formal Policy

We are committed to providing a safe environment for all our employees, freelance colleagues, makers and visitors, free from discrimination, harassment or bullying on any grounds, including Age, Disability, Gender, Marital or maternity/paternity status, race, religious beliefs, sexual orientation, socio economic status, ideology or culture, or any other form of distinction.

We will operate a zero-tolerance policy for any form of bullying or harassment in the workplace, treat all incidents seriously and promptly investigate all allegations. Any person found to have been in breach of our policies will face disciplinary action, up to and including dismissal from employment or eviction from our studios. All complaints will be taken seriously and treated with respect and in confidence. No one will be victimised for making a complaint.

Context

Remember that the relative status of our roles, and other factors, can change the impact of comments or behaviour. Those of us who enjoy a professional position of power in relation to others need to take special care. While inequality persists in our society, this can add unintended weight to comments made by those in a position of relative privilege

Unintentional Offence

It's important to recognise that any one of us can get it wrong. A joke that lands askew, a compliment that touches a nerve, a comment that has an unintended effect on someone having a bad day or dealing with something in their private life. We must respect each other's right to be human.

If you think someone has unwittingly said or done something that makes you feel uncomfortable, whoever they are, you should feel able to talk about it, either to them or to a colleague. If you have unwittingly said or done something that makes someone feel uncomfortable, you should feel able to hear that and apologise.

Protection

If something happens that can't be resolved by a simple chat, we have formal processes in place for you. Please see our website www.craftanddesign.com in which we draw your particular attention to the guidance on Bullying and Harassment; Users Disciplinary Procedure, Whistleblowing Policy and EDI policy. Here you will find more detail on our expectations of all our centre-users, and on our processes for dealing with any problems you might experience.

Your point of contact for any such issues is Deborah Simms, Creative Enterprise Officer, enterprise@craftanddesign.com