

## SGCA Code of Conduct Guidelines

The Code of Conduct is applicable to all students, staff, faculty, guest artists, independent contractors and guests of the Sevenfold Guild for Collaborative Art. The purpose of the Code of Conduct is to provide guidelines for appropriate behavior essential to the Sevenfold Guild for Collaborative Art community and its mission.

The Sevenfold Guild for Collaborative Art (SGCA) expects its students to display a serious work ethic and a sincere desire to learn the fine art training provided by the School. Students are expected to respect themselves, other members of the community, and the SGCA itself. Students are expected to comply with all rules set forth in the Code of Conduct. Students are expected to refrain from conduct that injures persons or property, impedes in any way the orderly operations of the SGCA, including studio instruction and programming or otherwise prevents the work of its faculty, staff, models, students or guests.

Conduct that is unbecoming of a SGCA student and is in violation of this Code of Conduct will result in removal and/or dismissal from the current class and future SGCA classes, programs and events. Instructor has the right to refuse admittance to classes, workshops, programs and events based on violation of this Code of Conduct.

### Prohibited Conduct

**Important Note:** Keep in mind that the rules listed in this document are meant to be read by a very broad audience, but in reality would only be applicable under very uncommon circumstances. Conduct that threatens the safety or security of the SGCA community, or substantially disrupts the functions or operation of the SGCA is within the jurisdiction of this Code of Conduct regardless of whether the conduct occurs on or off site of the SGCA.

Unacceptable conduct includes but is not limited to the following:

1. Disrespecting the overall studio environment as well as each specific studio environment and tone established by the instructor for his classes. Disrupting the instructors' process of giving each student individualized critiques, or of providing group demos.
2. Taking a class, lecture, demo or workshop or attending without full 4-session payment (or agreed upon and adhered to payment plan).
3. Disobeying the Model Etiquette Policies. See page #3.
4. Excessive absences, tardiness or early departures without prior approval of instructor. Medical needs and concerns that prevent attendance should be discussed with the instructor. When entering a studio late or while in session, please do so quietly and discreetly. Waiting for a break is often recommended.
5. Destruction or theft of SGCA student, instructor, guest artist or gallery artists' property or work.
6. Destruction of SGCA studio space and facilities. If something such as a chair, easel, tabouret, or faucet breaks from use or an accident, please alert the instructor and/or SGCA member for fixing

- and/or disposal.
7. Failure to keep studio, workspace and common areas tidy. Students should pick up after themselves and leave the studio space ready for the next class, artists, and guests.
  8. Failure to comply with the posted building/studio hours. Please be cleaned up in advance of closing times and respectful of closing staff.
  9. Taking photographs and/or the recording of instructors and artists at work or artist's work without their permission.
  10. Conduct reflecting discredit on the professional ethical standards of SGCA.
  11. Harassment of any kind including, but not limited to, threats and sexual harassment to any member of the community and their guests.
  12. Physical abuse on or off SGCA property of the person or property of any member of the community.
  13. Possession or usage of dangerous chemicals on SGCA property or at an SGCA event onsite or elsewhere.
  14. Abusive behavior including the use of profanity directed toward Roost staff, instructor, students, models, guests or visitors.
  15. Obscene, lewd, or indecent behavior at SGCA or a sponsored function.
  16. No smoking or drug use is permitted inside SSA premises. Working under the influence of illegal substances is not permitted.
  17. Disruption of the SSA educational process, Roost administrative process, or other sponsored event.
  18. Refusal to follow instructions given by SGCA personnel that results or may result in bodily harm to oneself, other students, faculty or staff; including but not limited to emergency evacuation and requests to disassemble and vacate premises.
  19. Violation of any published SGCA rules and regulations now or later in effect.
  20. Sexual violence and misconduct. SGCA prohibits any form of sexual violence, among students. Sexual violence includes domestic violence, stalking incidents, or any forms of sexual assault or sexual misconduct. All incidents must be reported to SGCA Administration. Possible sanctions for sexual abuse or violence may include but not be limited to dismissal from SGCA.
  21. Discrimination or harassment based on race, gender and/or gender identity or expression, color, creed, religion, age, national origin, ethnicity, disability, veteran or military status, sex, sexual orientation, pregnancy, genetic information, marital status or citizenship status.

### **Model Etiquette:**

Models are valued members of our community, some feel like family. No matter how experienced a model is, they all deserve our respect.

1. Only the class instructor should give the model corrections to a pose.
2. Do not speak negatively or behave inappropriately (including loud sighing, frustrated gestures) about a model in the studios and/or other SGCA spaces, even if you think the model is not in the room/building. We have very few spaces with walls and doors in our studios and sound carries. If models hear negative comments about another model, it can reflect poorly on all of us and that model may think he/she is also spoken about negatively. etc.
3. If there is an issue you feel needs to be addressed about a model, please discuss it with the instructor, privately. We will look into the issue and address it appropriately.
4. If you notice negative comments about a model getting posted on our social media accounts, please alert us immediately so we can take action/delete the comments. We try, but we can't always monitor it as closely as we'd like. Please also monitor your own accounts.
5. Unless you are a member of the SGCA faculty do not ask models directly for their personal contact information. It can put them on the spot. If a model has indicated they are open to sharing their information, please have the instructor contact the model to double check if it's ok and, if so, then they will provide the model with your information. Do not ask the instructor in front of the model.
6. Taking pictures while a model is posing nude or clothed on the stand is prohibited. If you wish to take a photo of your own work in process, wait until a break. Refrain from taking photos that can distract the class. The only exceptions are SGCA Staff taking pictures for publicity with the model and classes' consent with nudity blocked from the frame, and if a model requests a photo for the model's portfolio taken with their own camera.

### **Definitions and Description of Key Terms**

"SGCA" means the Sevenfold Guild for Collaborative Art.

"Threat" means intent to do harm either verbally or physically, actual or implied "Defacing," means to disfigure or mar.

"Obstruction" means to block, pile debris, close off or cause hazard.

"Vehicle" means any student, faculty, staff, guest owned or rented bus, van, car, or courier. "Dangerous Chemicals" include acids, gasoline, and any other flammable materials not issued by or sanctioned by the SGCA for studio instruction and work.

"Drugs" include non-prescription medication, street narcotics, marijuana and inhalants.

“Obscene or lewd behavior” includes public sex acts, prostitution or sexual solicitation, defecation, urination, personal bodily exposure, and nudity unless sanctioned by SGCA in a classroom setting for model purposes.

“School Property” or “Facility” means any SGCA space owned or leased vehicles, building, and building contents including plumbing, office equipment, computers, software, electronics, furniture, instructional equipment as well as artwork of students, faculty, alumni, resident artists, gallery artists or invited guests. “Harassment” includes, but is not limited to written, verbal, psychological or physical abuse, sexual suggestions or acts, or false accusations.

“Profanity” refers to derogatory gestures or words specifically directed towards students, staff, faculty, guests or visitors.

“Domestic Violence” refers to a felony or misdemeanor crime of violence committed by a current or former spouse or intimate partner of the victim. By a person with whom the victim shares a child in common. By a person who is cohabitating with or has cohabitated with the victim as a spouse or intimate partner. By a person similarly situated to a spouse or the victim under the domestic or family violence laws of the jurisdiction in which the crime of violence occurred, or by any other person against an adult or youth victim who is protected from that person’s acts under the domestic or family violence laws or the jurisdiction in which the crime of violence occurred

“Stalking” refers to engaging in a course of conduct directed at a specific person that would cause a reasonable person to fear for the person’s safety or the safety of others; or suffer substantial emotional distress. For the purpose of this definition means two or more acts, including, but not limited to, acts in which the stalker directly, indirectly, or through third parties, by any action, method, device, or means follows, monitors, observes, surveils, threatens, or communicates to or about, a person, or interferes with a person’s property. Substantial emotional distress means significant mental suffering or anguish that may, but does not necessarily, require medical or other professional treatment or counseling. “Reasonable person” means a reasonable person under similar circumstances and with similar identities to the victim.

Thanks for helping the SGCA maintain a healthy and productive working environment!