



## **Bamboo Detroit Membership Code of Conduct**

We strive to create a professional and creative work environment that is welcoming to all individuals. Our vision is to create an entrepreneurial hub Downtown that is inclusive to all people of any stage in their business endeavors and all people of any background. To do so, we ask that you join us in ensuring that Bamboo continues to build an inclusive and welcoming community by following this Code of Conduct.

- Please use indoor voices, and politely request others to mind their noise levels. We encourage collaboration, but must be mindful of others use of the space too.
- Phone calls and meetings are allowed in all areas of the space, but please be courteous of sound levels and move to conference rooms or private rooms as needed.
- Use of space for is for work related activities, including educational and social events provided by Bamboo and/or approved by Bamboo. Private parties must be approved by Bamboo.
- Respect others' reservations of space materials and rooms. Please do not use others' belongings without permission and turn in any found belongings to Bamboo management. Please watch and/or lock your belongings at all times.
- Please be respectful of others' opinions and creative work in the space. Dialogue is encouraged but please do so in a friendly, professional manner. Arguments and threatening language is not allowed at anytime.
- Please take responsibility if damage is caused accidentally to the space or materials are lost by notifying us immediately, so we can repair and ensure a quality work experience for all.

**If you feel someone is using Bamboo's space in an unprofessional or disruptive manner, please speak with management directly.**

## **Anti-Harassment Policy**

We do not tolerate harassment of any kind inside of Bamboo. We are dedicated to providing a harassment-free work experience for everyone, regardless of gender, age, identity and expression, sexual orientation, disability, physical appearance, race or religion. This applies to all members and guests inside of Bamboo's space.

### **Definition of Harassment:**

- Offensive comments to one's appearance, gender, identity, disability, race or religion are not allowed at anytime.
- Unwelcomed comments regarding one's personal lifestyle choices relating to food, health, parenting, work are not allowed at anytime.
- Sexual advances or comments taken as a sexual advances are not allowed at anytime.
- Threats of violence are not allowed at anytime.
- Deliberate intimidation through comments or actions are not allowed at anytime.
- Photography, recording of others without permission is not allowed at anytime.

### **Reporting**

We take any report of harassment very seriously. Please report any incidents within 7 days. Bamboo management will conduct an investigation to any report of harassment by any member. When submitting a report please provide details such as time and location within the space. Contact management directly, or you may submit a confidential report in written letter form to our Bamboo mailbox.

Any member found participating in harassment behavior will be asked to immediately discontinue such behavior in the space and may be subjected to removal of the space. Bamboo holds the rights to ban, terminate, or limit any member's use of the space who does not follow our code of conduct and anti-harassment policy.