

CoffeeLab – Rules & Code of Conduct

1. Purpose & Scope

The CoffeeLab is a shared space for work, hacking, making, learning, and hanging out.

These rules and this Code of Conduct apply to:

- Everyone on the premises (members, guests, visitors, contractors)
- All activities in or representing the CoffeeLab (meetups, workshops, online channels related to the space)

By entering or using the CoffeeLab, you agree to follow these rules and the Code of Conduct.

2. Values & Safe Space Commitment

The CoffeeLab is explicitly:

- **Queer-affirming**
- **Trans-affirming**
- **Body-positive**
- **Neurodivergent-friendly**
- **Kink-aware, but not a sexual space**
- **Anti-fascist, anti-racist, anti-sexist, anti-ableist**

We aim to provide a **safer space**, meaning:

- You are welcome **as you are**, as long as you respect others.
- You should feel able to exist, work, create, and socialize **without harassment or discrimination**.
- You can **speak up** or reach out to organizers if something or someone makes you feel unsafe.

We cannot guarantee everyone will always act perfectly, but we commit to **responding seriously, fairly, and firmly** when issues arise.

3. General Rules

3.1 Access & Guests

- Access is only for:
 - People explicitly invited, registered, or members of Private.coffee / CoffeeLab.
 - Accompanied guests of the above, if approved according to our internal access policy.
- Visitors must:
 - Sign in if requested.

- Follow all rules and directions from staff/hosts.
- You are responsible for the behavior of your guests.

3.2 Respect for People

- Treat everyone with **respect and consideration**.
- Do not interrupt, talk over, or deliberately exclude others.
- Ask before:
 - Taking photos or videos of people.
 - Posting identifiable images of people online.
- Respect people's **names, pronouns, and identities**.
 - If you make a mistake, briefly correct yourself and move on.
 - Deliberate misgendering is not tolerated.

3.3 Respect for Space & Neighbors

- Keep noise to a reasonable level, especially late.
- Respect neighbors in the building and vicinity:
 - No shouting in corridors or on the street.
 - Smoke only in the street, away from doors and windows. Dispose of butts properly.
- Close doors and windows as instructed (for noise, security, and climate control).

3.4 Cleanliness

- **Leave spaces at least as clean as you found them.**
- Clear your workspace after use:
 - Put tools and materials back where they belong.
 - Wipe down tables and worktops.
 - Wash, dry, and put away dishes.
- Label and date any personal food in the fridge; unlabeled or old items may be discarded.

4. Code of Conduct

4.1 Prohibited Behavior

The following are **not allowed** under any circumstances:

- **Harassment** of any kind, including:

- Verbal, written, or physical abuse
- Threats or intimidation
- Stalking, unwanted following or monitoring
- Persistent unwanted contact (in person or online)
- **Discrimination, hate speech, or bigotry**, including slurs or derogatory remarks about:
 - Gender, gender identity or expression
 - Sexual orientation
 - Race, ethnicity, nationality, or migration status
 - Religion or lack of religion
 - Disability, neurodivergence, mental health
 - Body size/shape, age, class, or occupation
- **Sexual misconduct**, including:
 - Unwanted sexual attention or comments
 - Non-consensual touching
 - Taking or sharing images without clear, prior consent
- **Physical aggression or threats**, including:
 - Shoving, hitting, or any physical assault
 - Threatening gestures or language
- **Doxxing or privacy violations**, including:
 - Sharing personal information (names, photos, addresses, contact details, workplace, etc.) without explicit consent
- **Deliberate misgendering or identity denial**, especially after correction.
- **Advocacy or symbols of fascism, nazism, racism, or other hate ideologies.**

4.2 Consent & Boundaries

- “No” is a complete sentence. Respect it.
- Always **ask first**:
 - Before hugging or touching someone.
 - Before joining someone’s conversation or project in a way that changes it.
 - Before giving “constructive criticism”.
- If someone sets a boundary, accept it without argument, guilt-tripping, or retaliation.

4.3 Substance Use

- Follow local laws regarding alcohol and other substances.
- Being present in the CoffeeLab while **intoxicated to a disruptive or unsafe degree** is not permitted.
- **No operating tools or machinery** while under the influence of alcohol or drugs.
- Illegal substances or dealing are strictly prohibited.

5. Workshop & Equipment Use

The workshop, tools, and machines are shared resources. Use them responsibly.

5.1 Training & Supervision

- **Do not use any machine or tool unless you:**
 - Have been **explicitly instructed** in its use by an approved instructor, **or**
 - Are being **directly supervised** by someone authorized to supervise.
- This includes (non-exhaustive list):
 - Power tools (saws, drills, grinders, sanders, etc.)
 - 3D printers
 - Soldering equipment, hot air stations
 - Any tool or machine labelled “TRAINING REQUIRED”
- If you are unsure whether you’re allowed to use something: **ask first**.

5.2 Safety Rules

- Follow all posted **safety instructions** and signage.
- Use required **personal protective equipment (PPE)**:
 - Safety glasses, gloves, hearing protection, masks, etc., as indicated.
- Tie back long hair, remove loose jewelry, and avoid loose clothing around moving machinery.
- Keep work areas clear:
 - No drinks near electronics or machines.
 - No flammable materials near open flame or high heat tools.
- Do not bypass safety features (guards, interlocks, emergency stops).
- Report **all incidents, near-misses, and injuries** to staff/hosts immediately, no matter how small.

5.3 If You Break Something

- Wear and tear is expected; please report anything that seems unsafe or excessively worn and we will address it.
- **If you break something, you must replace it or repair it at your expense.**
- This applies to:
 - Tools and machines
 - Furniture and fixtures
 - Dishes, equipment, electronics, etc.
- Accidents happen; being honest is more important than blame:
 - **Report breakages immediately** so others don't get hurt or waste time.
 - We will discuss fair replacement or repair together (considering wear-and-tear, age, and honest mistakes).

5.4 Tool Checkout & Storage

- Some tools may require a **sign-out/sign-in** process. Follow it.
- Return tools:
 - To their proper place.
 - Clean, undamaged, and ready for the next user.
- Personal tools and materials:
 - Label them clearly with your name and date.
 - Store only in designated areas.
 - Unlabeled or abandoned items may be treated as communal or disposed of after a grace period.

5.5 Project Storage

- The CoffeeLab is **not a long-term storage facility**.
- If you need to leave a project:
 - Use designated storage areas and label your project (name, contact, date, and expected completion).
 - Projects may be cleared if:
 - * They are stored outside designated areas.
 - * They exceed posted time limits.
 - * They pose a safety or fire risk.
- We may move or dispose of unclaimed or oversized items after reasonable attempts to contact the owner.

6. Office / Co-Working Etiquette

- Use headphones for audio; do not play sound on speakers without group consent.
- Take phone calls in designated areas if possible, to keep noise low.
- Respect seating arrangements and shared desks; ask before moving others' things.
- Label your laptop, chargers, and other personal items if left unattended.

7. Food, Drinks & Kitchen

- Drinks are generally allowed, but:
 - Keep them away from electronics and machines.
 - Use closed containers where possible.
- Use the kitchen respectfully:
 - Clean up immediately after yourself.
 - Don't leave dirty dishes "for later".
- Shared food/drinks:
 - If something is communal, it should be clearly marked; when in doubt, ask.
 - Don't take others' clearly personal or labelled items without permission.

8. Privacy & Confidentiality

- Treat conversations, projects, and work in the CoffeeLab as **private by default**, unless stated otherwise.
- Ask before:
 - Sharing others' project details, code, or designs.
 - Posting photos of others' work in progress.
- Business or personal secrets discovered in the space are **not to be shared**.

9. Noise, Music & Events

- General rule: if someone asks you to turn it down, **turn it down**.
- For music:
 - Use headphones in focused work areas.
 - Shared music via speakers only if everyone present agrees.
- Events or workshops that change normal use of the space:
 - Will be announced in advance when possible.

- May restrict access to certain areas for the duration.

10. Security & Access Control

- Do not share keys, access codes, or access cards with anyone not explicitly authorized.
- Ensure doors close properly behind you when entering or leaving.
- Challenge unknown people politely, or alert a host if you suspect unauthorized access.
- Don't leave valuables unattended; the CoffeeLab is not liable for loss or theft.

11. Conflict Resolution & Reporting

11.1 If Something Happens

If you experience or witness behavior that violates these rules or makes you feel unsafe:

- If you feel comfortable and it is safe:
 - Tell the person that their behavior is not okay and ask them to stop.
- In any case:
 - **Contact a host/organizer** as soon as you can.

11.2 How We Respond

- We will take every report seriously.
- We may:
 - Talk to everyone involved to understand what happened.
 - Issue verbal or written warnings.
 - Ask someone to leave for the day.
 - Suspend or permanently revoke access to the CoffeeLab.
 - In severe cases, involve external authorities if necessary and legally required.

We prioritize the **safety and well-being of those affected** over the comfort of those accused of causing harm.

12. Enforcement

- Hosts and organizers have the authority to:
 - Remind people of rules.
 - Ask people to modify behavior.
 - Deny or revoke access temporarily or permanently.

- Failure to comply with a host's or organizer's instructions about safety, harassment, or security is grounds for immediate removal from the premises.

13. Changes & Updates

- These rules and the Code of Conduct may be updated periodically.
- The most current version will be:
 - Posted in the CoffeeLab.
 - Available on the CoffeeLab website.
- Significant changes will be announced through appropriate communication channels.

14. Summary

- Respect people.
- Respect the space and equipment.
- Keep the CoffeeLab a queer-affirming, safer space for everyone.
- Use tools and machines only with proper instruction or supervision.
- If you break something, you are responsible for replacing or repairing it.

By using the CoffeeLab, you agree to all of the above.