

CODE OF EXPECTED CONDUCT

FOR MEMBERS AND GUESTS OF WSP



WSP provides a space for a large number of diverse creative personalities who come together in this space to create, to socialise and enjoy the facilities.

Given the number of people the WSP Committee have developed the following basic expectations, which applies to all members (life members and full members) of the WSP, including students, non-members, guests and visitors while on WSP premises.

Health and Safety:

1. All members and guests are required to sign in and sign out.
2. The nominated person on duty has responsibility that all machinery is operated in a safe manner – they have the final say.
3. In the glazing room there are signs stating when masks are to be worn, eg., when operating the spray gun, sanding bisqueware.
4. No food to be consumed in the studio space, and only drinks in closed bottles.
5. After using the studio, all clay will be cleaned up and your space left in a clean and tidy manner.

Relationships with others

1. It is expected that common courtesy and politeness is the basic rule of interaction with each other.
2. This expectation of courtesy and politeness extends to include social media platforms.
3. No offensive or intrusive behaviour will be tolerated.
4. If classes are in operation, it is expected that there is no other member or visitor in that room at the same time.
5. No member or guests are to be in the WSP rooms after hours unless with the prior express permission of the manager or person on duty.
6. Members are encouraged to participate in the running of the society by contributing their time as a volunteer.
7. Accumulating up to 30 volunteer hours per year constitutes a reduced membership for the following year.

Kiln packing and firing

1. The Assistant Manager, Artists in Residence and Manager maintain a system for the firing of all pieces put forward for firing.
2. There will be no queue jumping for any person on the basis of their commercial enterprises – this is a charitable organisation.
3. Members will not remove work from kilns.

Payment

1. All Eftpos and cash payments must be processed by a staff member, Artist in Residence or volunteer on duty.
2. All clay purchases must be paid for – Eftpos is available.
3. All firing and glazing costs must be paid in advance or arrangements made with the Assistant Manager or Manager.