



WCW Member Code of Conduct

Purpose

Wanaka Community Workshop (WCW) is a shared community space built on respect, inclusion, creativity, learning and safety.

All members, volunteers, supervisors, trainers, visitors and staff are expected to contribute positively to the workshop environment and follow this Code of Conduct at all times.

This Code of Conduct supports:

- a safe workshop environment
- respectful behaviour
- inclusive participation
- responsible use of workshop facilities and equipment

Expected Behaviour

All people attending or participating in WCW activities are expected to:

- Treat others respectfully and inclusively
- Follow all workshop rules and health & safety requirements
- Follow instructions from supervisors and trainers
- Use equipment responsibly and safely
- Respect shared spaces, tools, materials and projects
- Support a welcoming and community-focused environment
- Report hazards, unsafe behaviour, incidents or damage
- Communicate respectfully and appropriately
- Behave honestly and responsibly
- Respect workshop property and resources
- Help maintain workshop cleanliness and organisation

Health & Safety Expectations

All users must:

- Complete required inductions and competency training
- Use only equipment they are approved to use
- Wear required PPE
- Follow safe operating procedures
- Report hazards and incidents immediately
- Never intentionally put others at risk
- Never bypass guards or safety systems
- Follow emergency procedures when required

Respect & Inclusion

WCW aims to be:

- welcoming



- inclusive
- community-focused
- respectful of diversity

Bullying, harassment, intimidation or discrimination will not be tolerated.

All users are expected to:

- respect personal boundaries
- communicate respectfully
- support a positive environment
- avoid behaviour that may make others feel unsafe or excluded

Drugs, Alcohol & Smoking

The following are prohibited within workshop and carpark spaces:

- Smoking
- Vaping
- Alcohol consumption while workshop in use
- Illegal drugs
- Attending while impaired or intoxicated

Any person believed to be impaired may be asked to leave immediately.

Equipment & Workshop Use

Users must:

- Use tools and machinery correctly
- Return tools after use, and in good condition for next user
- Clean work areas after use
- Respect restricted equipment rules
- Not remove tools or equipment from site without approval
- Not use materials reserved for projects or other users without permission

Photography & Privacy

Please respect the privacy of all members, supervisors, workshop users and community groups.

Ask permission before photographing people or projects where appropriate.

Incident Reporting

All incidents, hazards, unsafe behaviour or damage must be reported to a Supervisor immediately. This ensures we can mitigate the chances of it happening again or escalating and we can ensure our space remains safe and we remain aware and proactive.

This includes:

- injuries, cuts, splinters, stubs, strains etc
- near misses, slips, trips, and 'almosts'..



- unsafe or faulty equipment
- behavioural concerns
- security concerns

Failure to Follow This Code

Failure to follow this Code of Conduct may result in:

- verbal warning
- suspension of workshop access
- removal of machinery privileges
- cancellation of membership
- being asked to leave the workshop
- further action by WCW trustees or management

Supervisors & Trainers

Supervisors and trainers hold positions of trust within WCW and are expected to:

- model appropriate behaviour
- act fairly and respectfully
- prioritise safety
- support positive workshop culture
- uphold WCW policies and procedures

Additional operational responsibilities are outlined in:

- Supervisor Agreement
- Supervisor Manual
- Trainer Agreement
- Trainer Manual

As per your completed membership registration form, you have acknowledged that you have read, understood and agree to follow the WCW Code of Conduct.