

CODE OF CONDUCT

- Part 1 -

At IDEA Square One, we foster a culture of inclusivity, support, and healthy collaboration. We ask for your support in adhering to this code of conduct to allow everyone to enjoy the space.

IDEA Square One members and their guests are responsible for familiarizing themselves with this Code and complying with it at all times while in attendance at the IDEA Square One Innovation Hub.

1. Conduct themselves in an honest, collegial, and ethical manner that is respectful of the rights and safety of themselves and others
2. Act with integrity and conduct themselves in a way that promotes and maintains the public's trust and confidence in the City.
3. Maintain the cleanliness of the workspace as if nobody had used it.
4. Be mindful of people around you at IDEA Square One whether talking, eating, or otherwise engaging.
5. Be responsible for any and all persons who attend at IDEA Square One Innovation Hub as their guests, and be responsible for ensuring that such guests at all times comply with this code of conduct.
6. All individuals shall be responsible for complying with all applicable laws and obtaining any and all necessary consents of the parties involved if they take any photographs of other persons at IDEA Square One. The City shall not be liable.
7. Ensure that you respect other persons' confidential information and privacy when in attendance at the IDEA Square One Innovation Hub.



CODE OF CONDUCT

- Part 2 -

Refrain from the following behaviours:

- verbal comments that reinforce discrimination;
- sexually-charged jokes, statements, or comments;
- creation or display of sexual images in public spaces;
- harassment and intimidation;
- inappropriate physical contact;
- invasion of personal space;
- advocating for, or encouraging, any of the above behavior;
- discrimination based on race, gender, disability or sexual orientation;
- aggressive or physically threatening behaviour;
- representing themselves as an agent of the City or IDEA Square One, or making promises or statements on behalf of the City or IDEA Square One except where specifically authorized to do so;
- using any equipment or facilities provided by IDEA Square One for any purpose other than the particular project authorized by City of Mississauga in respect of IDEA Square One;
- bringing any equipment to IDEA Square One that is not approved by its staff (if in doubt, IDEA Square One member should provide a list of their equipment to IDEA Square One staff for approval);
- knowingly making false, frivolous or malicious complaints about any other IDEA Square One member, City of Mississauga or any of their employees, students, faculty, clinicians, mentors or volunteers;
- behaving in ways that unduly disrupt the productive experience of others at IDEA Square One;
- entering IDEA Square One, or permit others to enter IDEA Square One, without authorization;
- willfully removing, damaging, or abusing City property or others at IDEA Square One or elsewhere;
- not complying with directions of employees of City of Mississauga, acting reasonably;
- participating in activities that are illegal.



CODE OF CONDUCT

- Part 3 -

VIOLATIONS OF THIS CODE OF CONDUCT

Where, in the sole discretion of IDEA Square One staff, any act or omission by an IDEA Square One member breaches this Code, City of Mississauga may elect to suspend the IDEA Square One Member's privileges, in whole or in part, or may elect to permanently terminate their membership.

REPORTING OFFENCES

If you believe any IDEA Square One member or any guest has in any way acted outside of this code of conduct, please let IDEA Square One staff know.

We are committed to protecting and advocating on the behalf of our members and will take any complaints seriously.

If someone makes you or anyone else feel unsafe or unwelcome, we encourage you to report it as soon as possible. All claims are taken seriously and will be handled by IDEA or City of Mississauga staff.

