

Soap Factory Code of Conduct

- **THE ONLY WAY TO SIGN UP FOR VOLUNTARY SHIFTS IS TO EMAIL OR CALL LILLIAN EGNER (MANAGER OF VOLUNTEER PROGRAMS).** Lillian: 612-840-7702 email: lillian@soapfactory.org
- **Inform Lillian or an assigned staff supervisor as soon as possible if you cannot make a scheduled shift for any reason.** If you are ill or other unexpected circumstances prevent you from volunteering please make sure that you call Lillian (email is not acceptable).
- **Refer to weekly bulletin emails and the Google Calendar.** Lillian will send out weekly emails about the gallery's voluntary needs. You may also consult the Google Calendar for information about upcoming events and volunteer opportunities. **THE GOOGLE CALENDAR IS READ ONLY YOU CANNOT USE IT TO SIGN-UP FOR SHIFTS.** See Google Calendar instructions online: <http://www.volunteersoapfactory.org/orientation-info-for-all-volunteers/google-calendar-instructions/>.
- **We love volunteers who sign-up at least a week in advance.** Not always possible but helpful!
- **Volunteers should arrive promptly for all shifts and projects.** Please call Lillian if you are going to be late.
- **Please inform Lillian straight away if you no longer wish to volunteer.** If you need to take a break from volunteering for personal or educational reasons allowances can be made.
- **If something isn't working...call.** If you have any questions about how to switch artworks on consult the gallery sitting instruction manual (front desk). If you're still having difficulty or something does not seem to be working, report your concerns to a member of staff. You can also find staff phone numbers in the gallery sitting manual and on your 'quick cards' that you will receive during orientation.
- **Volunteers should aim for a minimum of 2.5hrs/3hrs voluntary work per month.** This is equivalent to one gallery sitting shift. Studio program members must complete a minimum of 9hrs and interns should refer to their own contracts for details of their weekly quotas.
- **Dress warmly and sensibly in clothes that 'don't matter'.** The Soap Factory is alternately colder than outside and warmer than outside. It is also very dusty, being an immense old factory space. Please wear close-toed shoes when helping with physical tasks such as installation, lifting or project-based work. You will be informed when smarter attire is called for during special events.
- **Adhere to The Soap Factory's safety and access procedures.** During your mandatory volunteer orientation you will be shown our safety procedures. You may also be asked to attend additional training sessions related to specific projects. **Volunteers must follow safety instructions issued by staff members, failure to do so may result in dismissal.**
- **Consumption/possession of illegal drugs is forbidden whilst on The Soap Factory premises or around the exterior of the building, this applies whether you are volunteering, using studio space or at The Soap Factory for any other reason.**
- **If you are found to be intoxicated on the premises regardless of whether you are volunteering at that time, you will be dismissed from the program.**
- **Respect your fellow volunteers, staff members, artists and the possessions of others.**