

G-101

Located in Ottawa, Ontario, Gallery 101 is a non-profit artist-run centre with charitable status dedicated to the professional presentation and circulation of visual and media arts. In 1979, a small group of energetic Ottawa artists pooled their resources to establish a new non-profit gallery in which they would have control over the production and presentation of their own work. Officially incorporated as the Artists' Centre d'Artistes, it was located at 101, Fourth Avenue. During the 1980's, Gallery 101 also organized performances, poetry readings, and music events alongside its regular exhibition programming. Media arts - including sound art, video, and experimental cinema - became an important part of our programming in the 1990's. Today, Gallery 101 continues its commitment to the visual arts in every form through its exhibitions, published monographs and catalogues. Furthermore, it has established international networks through the presentation of work by international artists and exhibitions of Canadian artists' work abroad. Within the past two years, Gallery 101 has developed a reputation for its aboriginal and culturally diverse programming, with emphasis on presenting the diversity within aboriginal and Inuit artistic voices. Moreover, our presentation of artists from multicultural and Franco-Ontarian identities has raised our public image as an accessible and inclusive contemporary art space.

The following Code of Conduct is posted with the permission of Gallery 101 and is shared as a sample tool and not a prescriptive template, the document was drafted specifically to meet the needs of Gallery 101.

ARTISTS' CENTRE D'ARTIST'S (Gallery 101. Galerie 101) OTTAWA INC.
CODE OF CONDUCT

*Drafted proposed February 4, 2005, by Jessie Lacayo Director/Curator
Amended April 2005, by Anwareen Farouk/ President, Board of Directors
Board Approval: May 3, 2005 meeting*

It is the policy of Gallery 101 . Galerie 101 that certain rules and regulations regarding employee and volunteer behavior are necessary, as they apply to the efficient and safe operation of the organization. Conduct, which infringes on basic work ethics, is offensive to others and which interferes with operations of the organization will not be allowed.

Employees and Volunteers are expected at all times to conduct themselves in a positive manner so as to promote the organization. Failure to follow Code of Conduct guidelines, may lead to disciplinary measures and in persistent cases of disruption to dismissal.

Required conduct includes:

- Reporting to work punctually as scheduled;
- Giving proper advance notice whenever unable to work or being late;
- Complying with all organizational safety, health and security regulations;
- Smoking only in places not prohibited;
- Treating all Board of Directors, Members, Visitors, and Employees in a courteous manner;
- Refraining from behavior or conduct deemed offensive or undesirable, or which is contrary to the organization's best interest;
- Performing assigned tasks efficiently, professionally and in accordance with established standards;
- Maintaining a personal appearance consistent with a constructive and professional work environment;
- Maintaining a clean and orderly workplace or area;
- Complying with the Policy and Procedures for use of computer equipment and Internet access;
- Complying with organizational rules, oath of confidentiality and Gallery 101 policies.

Conduct not permitted:

- Providing persons under the age with alcoholic beverages;
- Theft, destruction, defacement, or misuse of organization's property or of another employee's property;

- Engaging in any form of sexual harassment or discrimination;
- Falsifying or altering any record or report, such as a time record, or an expense report;
- Use, transfer, possession or being under the influence of illegal drugs while working;
- Reporting to work while under the influence of alcohol or any illegal drug;
- Using work computers, phones and/or Internet access to view or disseminate material not related to work matters, or using such tools in a fashion counter to productivity in the workplace. (see policies and procedures; Computer Equipment)

Policy and Procedures: Computer Equipment: E-mail, Internet access, electronic documents.

The Gallery treats all information transmitted through or stored on its computer system and on any computer owned by Gallery 101, including e-mail messages and Internet communications, as the property of the Gallery. The information is not the private property of employees. In addition, electronic information that is in the possession of employees at the office or at home must be returned to the Gallery before employees cease their employment at Gallery 101.

As with any written communication, e-mail messages and Internet communication are accessible by the public under the Access to Information Act. They may also be called in for litigation. There is no guarantee of privacy using the Gallery Internet.

It is the responsibility of employees, members of the Board of Directors, and volunteers, to safeguard technical and communications assets (e.g., computers, phones, internet access tools, etc.) by refraining from any use that would be deemed offensive or otherwise counter-productive to individuals and to the organization.

*The above list is illustrative of the type of behaviors that will not be permitted. This is not intended to be an all-inclusive list. Any questions in connection with this policy should be directed to the Board of Directors President and Director/Curator.

CONFLICT OF INTEREST

It is the policy of the organization to prohibit its employees, volunteers from engaging in any activity, practice, or act which conflicts with, or appears to conflict with, the interest of the organization, its members, or its suppliers. Since it is impossible to describe all of the situations that may cause or give the appearance of a conflict of interest, prohibitions are not intended to be exhaustive and only include some of the more clear- cut examples. (See Conflict of Interest Policy)

Employees and volunteers are expected to represent the gallery in a positive and ethical manner and have an obligation both to avoid conflicts of interest and to refer questions and concerns about potential conflicts to their supervisor. Employment and volunteer commitments with Gallery 101 is at the mutual consent of the organization, the employee, and volunteer; either party may terminate that relationship at any time, with advance notice. (Time to be measure in relation to situation).

I agree to comply with the G-101 Code of Conduct:

Name of Employee/ Board of Director Member/ Volunteer:

Signed: _____

Date: _____