


# ART NINJA HQ - CODE OF CONDUCT & KINDNESS

ACTIVITEA CIC (T/A Art Ninja HQ and Ninja-Swim) Company Number 11644690. Director: (Jacqueline) Mia Monroe

 01/01/2021

Art Ninja HQ is part of ActiviTea CIC, a non-profit making community social enterprise. Our work aims to improve wellbeing, reduce isolation and motivate being more active while promoting community connections for people living in Lincoln and the wider area. Art Ninja HQ supports a safe environment to deliver arts and crafts workshops, support groups and creative projects that enable people to feel part of the local community and make new friends.

## VALUES

- ActiviTea CIC value being able to provide a place of refuge, safety and security in a peaceful environment that inspires meaningful creativity helping clients to enjoy life and to give themselves the permission to do that. We encourage community connectivity and positive conversation that supports social inclusion and a sense of not feeling alone.
- Committed to access and opportunities for all, regardless of disability; family status; gender re-assignment, ethnicity; religion or belief; sex; sexual orientation, economic status, age or culture.
- Value the importance of health as a 'state of complete physical, mental and social wellbeing' (WHO, 1946) and recognising the value that everyone has a right to access the services we provide.
- Sustainability – we value recycling, reusing and eco-friendly arts and crafts and reducing our own environmental impact.

**COSTS** are kept as low as possible, but there is a small charge to access Art Ninja HQ to ensure it is sustainable. This in itself is beneficial as it shows respect for the value of delivery and for making a special time for yourself. You are welcome to donate in addition to these basic costs which will support us in continuing to deliver high quality facilities. As a non-profit company we pledge to continue to provide affordable resources and seek funding where we can.

## CODE OF CONDUCT AND KINDNESS

This code helps us to generate a sense of safety, security, respect, and kindness within Art Ninja HQ and everyone is expected to take responsibility in following and actively supporting it.

**BE AWARE OF OTHERS NEEDS** it can be rather scary to try anything new, be mindful of this when new people come along. It will always be a priority to ensure that everyone feels respected and their needs are met. If you feel that someone, is struggling or afraid to ask for help, maybe smile and start a conversation and see if you can help. To help others is fantastic for your own wellbeing as well as others. If you wish to keep to yourself and have some space that is okay too.

**RESPECT** please respect others, yourself and the workshop facilitator. There are many differences between us including how knowledgeable we are and our life experiences. Treat each other respectfully as individuals. This applies across differences of gender, ethnic group, culture and all other backgrounds and identities.

**LISTEN** please take the time to actively listen when someone else is speaking - avoid side conversations especially at the beginning of the taught sessions when important information about the activity is being explained. Conversation is highly encouraged and the aim is to ensure that everyone feels included. The workshops are most successful if everyone is given the chance to participate, you don't have to speak to the whole group if that's not comfortable for you, but if you do then it is expected that everyone in the group will listen.

**MOBILE PHONES** it is ok if mobile phones are switched on, please be mindful of others if you need to answer your phone. You can go outside to take important calls.

**PARTICIPATION AND SUPPORT** facilitators and volunteers are on hand to ensure that all of our attendees are able to participate in any activity. If you feel that you need one to one support it is possible to accommodate a support worker/friend/volunteer, arranged by yourself. If you would like to do this, I can accommodate this free of charge for the person supporting you but, if that person would like to participate in the activity too, then they will need to pay the full session fee.

**DISCUSSIONS** during the workshops or time in the studio, it is natural that others will want to tell their stories, express their opinions or concerns and conversation is highly encouraged, but please be mindful of the subject of your conversations. Everyone should feel they can contribute in a safe, non-judgemental environment.

**PRIVACY AND CONFIDENTIALITY** we can learn a lot from each other by sharing our experiences but nobody is obliged to disclose anything they feel they want to keep private. Be aware that those in the group may share what you say with those close to them, so if possible try and keep any names or details that can identify others out of your conversations.

**DISRUPTION** it is fine to stand up, sit down or walk around as long as you don't disturb the others in the group. It can be difficult at times to sit and listen but I do reserve the right to ask anyone being disruptive to leave the room if their conduct affects the safety and security of the others.

**PHOTOGRAPHS** if you want to take photographs while enjoying Art Ninja HQ, maybe of attendees, others work, or anything in the studio, please ask permission first to ensure everyone's safety. If agreed then always credit the maker, or if it is Art Ninja HQ please use our #ArtNinjaHQ.