### Broken Spoke's Safer Spaces Policy

**This is an all-inclusive space**

- Keep it free from sexism, racism, homophobia, transphobia and any other form of prejudice – we accept and embrace differences!
- **We don’t accept gender profiling of roles** – any task is available to any person.
- **Do not assume that other people have the same boundaries and limits as yourself** – be mindful of how your behaviour may impact those around you; you don’t know their boundaries.
- **We give everyone equal attention.** Volunteers proactively check in with people, especially those that may be less comfortable asking for advice.
- **Don’t let problems stew,** discuss an issue before it gets out of hand.

**This is a welcoming space :-)**

- We try to actively welcome all people when they arrive – a workshop may be an unfamiliar and intimidating space for the first time.
- **No offensive or aggressive behaviour** – we do not accept intimidation in any form.

**This is a workshop**

- Be aware of your personal and others' safety.
- **Wear appropriate clothing** – leave your open-toed shoes, stilettos, tailcoats and ball gowns at home.
- **Respect the limited space of the workshop** – you may be asked to come back later if the workshop is full to avoid overcrowding of space and overstretching of resources (tools and staff).
- Keep the space safe – **don’t leave tools or parts on the floor,** even just for a minute.
- **Follow that hammer!** Make sure you know how to use a tool, especially the large or advanced ones. Before grabbing the biggest tool there is, ask for help!
- **No new jobs within an hour from the end** – things often take longer than you think and we want your bike to be safe to ride when you leave, so don’t make us stay late.
- Leave the space as you think the next person would like to find it – **put tools away,** clear up when you’ve finished.
- **Children are welcomed but must be supervised by an adult (not us!)** – if you can’t work on your bike and supervise your child at the same time then it would be better to come back another time.

**This is an educational space**

- Ask questions! It’s okay not to know what you haven’t had the chance to learn.
- If you know more than others then **share your knowledge in an empowering way** – be mindful of the risk of undermining others.
- Take breaks, make tea, eat when you need to.
- **We have no secrets.** If you don’t know something about the way Broken Spoke operates, ask and we will tell.

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We are all responsible for making the workshop space safe, welcoming, and usable for all users.