

## **Common Ground Coworking**

### **Membership Terms & Conditions**

By confirming your membership with Common Ground, you agree to abide by the following Terms and Conditions.

#### **1. DISCRIMINATION**

Common Ground Coworking does not tolerate any form of discrimination in our shared space. If discrimination is suspected and/or reported, immediate action will be taken and investigated thoroughly in the strictest confidence by the leadership team. Following the investigation, immediate disciplinary action will be taken which may result in a termination of membership.

This policy applies to any and all forms of discrimination, including that of race, colour, religion or creed, national origin, gender, gender identity, sexual orientation, age, and ability.

#### **2. HARASSMENT**

Common Ground does not tolerate any form of harassment of staff, members, or visitors. If any form of harassment is suspected, immediate action will be taken and investigated thoroughly in the strictest confidence by the leadership team. Following the investigation, immediate disciplinary will be taken which may result in a termination of membership.

This policy applies to harassment including but not exclusive to verbal and physical abuse and sexual harassment (any unwelcome sexual behavior, verbalization, or attention.)

#### **3. VISITORS**

Visitors of employees and members are welcome at Common Ground. It is expected that any guests will conduct themselves appropriately while on the premises and will not be disruptive or distracting to employees or members using the space.

All visitors must be accompanied at all times during their visit. Accompanying staff or member assumes responsibility for their guest.

#### **4. CANCELLATION**

All membership types require **30 days notice** of cancellation. Memberships can be cancelled from the summary page of your Cobot account. Special circumstances will be considered on an individual basis for cancellations within the 30-day period.

## 5. SUBSTANCES

### **ALCOHOL**

Members are permitted to bring their own alcohol for consumption to Common Ground Coworking at any time. Members are not permitted to sell this alcohol to other member(s) while in or around the Common Ground premises.

### **DRINKING AND DRIVING**

Common Ground has a zero tolerance policy for drinking and driving. Under no circumstances is it permitted for a member to consume any alcohol while on the premises and get behind the wheel of a vehicle. If a staff or member is found to be in violation of this rule, their membership will be immediately terminated.

### **SMOKING AND NARCOTICS**

Members are prohibited from using illegal narcotics on and around the Common Ground premises at all times. Cigarettes and vaporizers are only to be consumed in designated smoking areas and residual materials are to be disposed of appropriately outside the building. If any member is found in violation of this policy, immediate disciplinary action will be taken which may result in a termination of membership.

## 6. LANGUAGE

All members are to respect the board, staff, and members with which they interact and will refrain from the use or display of discriminatory and violent language at all times while on Common Ground premises.

## 7. EQUIPMENT

Common Ground Coworking encourages the use of materials and equipment made available within the space. If damage is caused or equipment is lost, it is the responsibility of the member to repair or replace it.

## 8. Extraordinary Circumstances

In rare, extraordinary circumstances, membership may be immediately terminated at the discretion of the leadership team, any affected parties will be notified in writing.