

## CODE OF CONDUCT

### **Purpose**

Mox.E's primary goal is to help your business grow and succeed in this space. This code of conduct is rooted in principles of mutual support and respect for each other and Mox.E as a physical space.

We aim to create an inclusive space with community members of the most varied and diverse backgrounds possible. As such, we are committed to providing a friendly, safe, and welcoming environment for all, regardless of race, gender identity and expression, sexual orientation, disability, ethnicity, socioeconomic status, religious beliefs and physical appearance.

This code of conduct outlines our expectations for everyone who uses the space, whether as a coworker or as an organizer or attendee of meetups and other events taking place here. The code of conduct applies not only in our space, but also online networks, at all related events, and in one-on-one communications carried out in the context of community business. It also states the consequences of violating these expectations.

### **Expected Behavior**

Create opportunities to collaborate with one another and invite others to do so. Leave spaces better than you found them. Encourage others in their endeavors and respect each other's privacy. Treat our community members with the professionalism, warmth, and respect with which you would like to be treated. Be mindful of your surroundings and of your fellow participants.

### **Harassment includes, but is not limited to:**

Unacceptable behaviors include:

intimidating, harassing, abusive, discriminatory, derogatory, or demeaning speech or actions by any participant in our space, online networks, and in all related events and communications.



1449 S. Michigan Ave.  
Chicago, Illinois 60605  
p. 773-786- 3330  
[www.MoxEChicago.com](http://www.MoxEChicago.com)

Harassment includes:

harmful or prejudicial verbal or written comments related to race, gender identity or expression, sexual orientation, disability, ethnicity, socioeconomic status, religious beliefs, or physical appearance; inappropriate use of nudity or sexual images in public spaces (including presentation slides); deliberate intimidation, stalking or following; non-consensual photography or recording; sustained disruption of work or events; inappropriate physical contact, and unwelcome sexual attention.

### **Consequences of Violations**

Unacceptable behavior from any member, including event organizers and staff, will not be tolerated.

Anyone asked to cease a violating behavior is expected to comply immediately.

We may additionally decide to take any action we deem appropriate, up to and including a temporary or permanent ban from Mox.E without warning and without refund of prepaid fees.

Participants asked to stop any harassing behavior are expected to comply immediately.

If a member engages in harassing behavior, we retain the right to take any actions that we deem necessary, including, but not limited to, warning the offender, facilitating an apology, asking the offender to leave the community, or, if necessary, calling the police.

### **Reporting Guidelines**

If you are subject to unacceptable behavior, harassment, or have any other concerns, please notify a staff member, event organizer, or other community member as soon as possible.

You can make a personal report by contacting Angela Madaha ([angela.madaha@moxechicago.com](mailto:angela.madaha@moxechicago.com)).

When taking a personal report, our staff will make sure that we discuss your issue privately and securely. They may involve other event staff to ensure your report is managed properly.

As a part of our community, you are extremely important to us and we'll do everything in our power to address the situation.



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### **Addressing Grievances**

If you feel you have been falsely or unfairly accused of violating this Code of Conduct, you should notify staff or an event organizer with a concise description of your grievance. Your grievance will be handled in accordance with our existing governance policies.

### **Our response team contact info:**

Angela Madaha – Mox.E Director of Operations  
[Angela.madaha@moxechicago.com](mailto:Angela.madaha@moxechicago.com)

Date: \_\_\_\_/\_\_\_\_/\_\_\_\_

Print Name: \_\_\_\_\_

Signature: \_\_\_\_\_