

Manhattan Graphics Center Policies

This document, updated in December 2019 and again in June of 2021, outlines the rules and policies to which all who participate in programs at Manhattan Graphics Center, hereafter abbreviated to “MGC,” agree to adhere.

MGC’s Commitment to Diversity, Equity, and Inclusion

At MGC we seek to foster an inclusive environment, both within and without (physical and virtual), in which all are welcomed and valued. Racism, intolerance, bias, or any other form of discrimination or lack of courtesy will not be tolerated in any form. If you have been made to feel uncomfortable or unwelcome or otherwise subjected to any form of aggression by any member of MGC’s staff or any member of our community we want to know about it, so that appropriate action can be taken in a timely manner. We are committed to ensuring a safe space for all in our community, regardless of race, ethnicity, religion, age, sexual orientation, and/or gender identification. Your feedback and suggestions on how we can better serve our community are always welcome.

Code of Conduct

MGC aims to provide a collegial and supportive working environment for artists both within its walls and online in its website forum and social media pages. Users must respect one another whether interacting in person or virtually. Pejorative and/or insulting language or behavior will not be accepted.

Any suggestions, and/or violations of the above policies should be directed to the staff and Board of MGC at studio@manhattangraphicscenter.org. It is also possible to speak with any staff or board member in confidence directly. In the event of a complaint, please provide all details of the incident (date, circumstances, parties involved) so a factual and timely resolution can be issued. In most cases, a warning will be issued for the initial transgression. If there is a second transgression, the person may be subject to suspension or expulsion from the MGC community. In extreme cases of transgression, privileges can be suspended or revoked without warning. Those who have been issued warnings have the right to appeal -- please see “Mediation/Dispute Resolution Process” below for further details.

Studio Use Rules and Guidelines

Studio users are expected to follow the guidelines, rules, and regulations described in the document “Open Workshop Program Rules and Guidance,” which must be reviewed and signed before studio access will be granted. Open Workshop users who have not previously enrolled in a class at MGC must participate in an orientation session. Any questions or complaints regarding studio use and guidelines should first be directed to the studio monitor on duty. If no monitor is available, or the studio monitor is the source of the complaint, or if the monitor is not able to resolve the complaint in a satisfactory manner, a detailed complaint should be submitted to the staff and Board of MGC at studio@manhattangraphicscenter.org. Please provide all details of the incident (date, circumstances, parties involved) so a factual and timely resolution can be issued.

Mediation/Dispute Resolution Process

The first step toward conflict resolution is to contact the appropriate MGC staff member as described above. If staff is not able to resolve the complaint in a satisfactory manner, or if the complaint is directed toward members of staff, complaints should be forwarded to the Executive Committee of the Board of Directors, which has the authority to mediate and issue a final decision. Please provide all details of the incident (date, circumstances, parties involved) so a factual and timely resolution can be issued.

Disclaimer

Manhattan Graphics Center reserves the right to make changes in these policies and this code of conduct at any time. Changes will be posted within the shop, and on the MGC website.