

# Great Falls Tool Bus Code of Conduct

## Sharing the Tool Bus

The Great Falls Tool Bus is a place to share tools, learn, work together, and care for shared resources. Everyone should be able to ask a question, decline unwanted attention, admit a mistake, and raise a safety concern without being humiliated or threatened.

This code applies to members, applicants, keyholders, organizers, helpers, and guests while taking part in Tool Bus activities or using its shared communications. It does not itself authorize guest access, borrowing, or admission. Being a founder, holding a role, or contributing money does not excuse misconduct.

## Respect people and their boundaries

- Treat people fairly. Harassment, discriminatory abuse, threats, stalking, intimidation, unwanted sexual attention, and deliberate humiliation have no place here.
- Ask before touching someone or their personal belongings. Respect a request to stop an interaction. Someone need not explain a personal boundary to deserve respect for it.
- Disagree with ideas and actions without attacking a person's identity or dignity. Make room for different experience, communication styles, and abilities. Ask before taking over someone's work or giving hands-on help.
- Do not publish someone else's private contact details, membership or financial information, private messages, or identifiable images without permission. Required tool-condition photos are not permission to photograph or publicize people. Keep people and private information out of those photos.
- Do not retaliate against someone for raising a concern, declining unwanted attention, participating in a review, or asking for a decision to be reviewed. A report made honestly is not misconduct merely because it cannot be substantiated.

## Use shared tools and spaces carefully

When lending or an activity is available, use only the tools and access you are authorized to use. Follow the applicable instructions and safety steps; ask for help when unsure. Do not pressure someone to attempt work they feel unable to do safely. Stop work if a tool, its surroundings, or your ability to use it safely is in doubt, and tell a keyholder.

Follow the checkout and return process, including the condition checklist, overview photo, due date, and recorded destination. Do not hand a checked-out tool to another person or change its custody informally. Report damage, missing parts, and unsafe conditions honestly. Do not conceal a problem or put a tool back into circulation before its required repair review.

Leave shared work areas usable for the next person. Respect other people's projects and property. Discuss an overdue return or needed extension with a keyholder; do not treat silence as an extension. Reporting loss, damage, or an overdue return never starts an automatic charge.

## **Raise a concern**

For an immediate danger, stop the activity if you can do so safely, move to safety, and seek appropriate emergency help. You do not need to complete a conduct report before getting help.

For other concerns, contact any unconflicted director. You do not need to confront the person whose conduct concerns you. You may ask someone you trust to help you report.

Describe what happened, roughly when and where, any immediate safety concern, and how you would prefer to be contacted. Share relevant information rather than a public accusation or an unrelated collection of private material. Report receivers should explain who needs to be involved and the next step. They must not promise absolute secrecy or a particular outcome.

The Tool Bus discussion archive is public. It is not the private reporting channel. Do not send sensitive reports or evidence to a public list or post them as a way to obtain a response.

## **Respond fairly and protect immediate safety**

A person receiving a report should first address any immediate danger and then arrange review by someone able to act impartially. Anyone personally involved, closely connected to a party, or otherwise conflicted should step back from deciding the matter.

Reviewers should distinguish what is reported, what can be established, and what remains uncertain. Ordinarily, the person whose conduct is questioned should be told the relevant concern and have an opportunity to respond before a continuing restriction is decided. Immediate safety measures may come first; they still need subsequent review. Nobody is required to take part in a face-to-face confrontation or mediation.

Responses should fit the conduct and the circumstances. Responses include a conversation or warning, a clear request to change behavior, a restriction on a particular activity, a membership pause, or removal. There is no automatic warning count, mandatory escalation ladder, or payment that buys a different outcome. A serious incident may justify immediate action.

Authorized keyholders and directors may direct immediate operational safety restrictions. Only someone with the applicable current authority may carry out other responses. A conduct reviewer does not gain a keyholder grant, application-decision power, or corporate office by reviewing a report. Membership actions must use the established membership process. Decisions about corporate membership rights or offices belong to the governing documents and their authorized decision makers.

Explain the decision to the affected person: the conduct at issue, the response, any conditions for ending a restriction, and how to request reconsideration. Tell the reporter whether the concern was addressed and what they need to know for their own participation, without sharing unrelated private details.

## **Request reconsideration**

A person affected by an operational decision may request reconsideration by an unconflicted authorized person, including after login access ends. The person considering the request explains whether the decision stands or changes and identifies who may carry out a change. A request does not automatically suspend a safety measure or restore access.

Reconsideration does not extend the established account-restoration window or reopen an account automatically. Any restoration still requires the existing identity verification, keyholder authorization, and audit process. This code does not change the new-application requirement after that window.

## **Membership and contributions remain separate**

Giving money, choosing \$0, missing a contribution, or asking about a refund does not decide a conduct case or change membership. A conduct response is not a fine or authorization to charge someone. Leaving or being removed does not erase an outstanding tool-return or property obligation, and an obligation does not preserve login or borrowing access.