**COLAB MISSISSAUGA COMMUNITY AND FACILITY RULES**

**Collaboration and Mutual Respect**

A major benefit of CoLab membership for the Member and/or their Authorized User(s) is access to Fellow Members. We encourage CoLab the Member and/or their Authorized User(s) to make connections, collaborate on projects, and share ideas. However, they may not spend a large part of their time at the Premises directly soliciting Fellow Members and this could result in cancellation of their membership were it to continue after they were cautioned. CoLab is fundamentally a place to work. While we want our community to be open, fun, energizing, and collaborative, we also want it to be professional.

**Anti-Discrimination and Anti-Harassment**

It is CoLab’s policy to provide a safe and healthy work environment free from harassment. Workplace harassment in and around the Premises is unacceptable and will not be tolerated under any circumstances. Workplace harassment means engaging in a course of vexatious behaviour that is known or ought to reasonably be known to be unwelcome. Workplace harassment includes discrimination and harassment related to prohibited grounds of discrimination contained in the Ontario Human Rights Code. Workplace harassment in any form is prohibited by law.

* Vexatious Behaviour is humiliating or abusive behaviour that lowers a person’s self-esteem or causes torment.
* It is behaviour that exceeds what the person considers to be appropriate and reasonable in the performance of their work.
* Psychological harassment may come from a superior, a colleague, a group of colleagues, a guest, a customer or a supplier.
* A few common ways in which harassment is expressed are:
	+ making rude, degrading or offensive remarks.
	+ making gestures that seek to intimidate, engaging in reprisals.
	+ discrediting the person such as spreading rumours, ridiculing, humiliating, calling into question convictions or one’s private life, shouting abuse at them or sexually harassing them.
	+ belittling the person such as forcing them to perform tasks that are belittling or below their skills, simulating professional misconduct.
	+ preventing the person from expressing themselves such as yelling at them, threatening, constantly interrupting and prohibiting them from speaking to others.
	+ isolating the person such as no longer talking to them at all, denying their presence, distancing themselves from others.
	+ destabilizing the person such as making fun of their convictions, tastes and political choices.

CoLab does not tolerate actions that discriminate against or harass people based on the following grounds in the Ontario Human Rights Code:

* age
* ancestry
* colour
* race
* citizenship
* ethnic origin
* place of origin
* creed
* disability
* family status
* marital status
* gender identity
* gender expression
* sex (including pregnancy and breastfeeding)
* sexual orientation
* receipt of public assistance.

It is the responsibility of everyone at CoLab to act in compliance with this policy and to assist in ensuring that we have and continue to have a workplace free from harassment. The Member and/or their Authorized User(s) is expected to respect the freedom, rights and dignities of others and is responsible for refraining from initiating or being party to any behaviour or creating a workplace atmosphere at CoLab that could constitute harassment.

All incidents of workplace harassment must be reported directly to staff of CoLab or by email at: info@colabmississauga.com. CoLab may immediately terminate this Membership Agreement if the Member and/or their Authorized Users fails to comply with this anti-discrimination and anti-harassment policy.

**Responsibility for Guests**

The Member and/or their Authorized User(s) are accountable for the conduct of their guests. CoLab reserves the right to refuse access to any persons, including the Member and/or their Authorized User(s), that CoLab in good faith judges to be a threat to the safety, reputation, or property of the Premises and its occupants.

**Maintenance of the Kitchen Area(s), Office(s), Meeting Rooms, Boardrooms, All Other Rooms and Common Areas**

The Member and their Authorized User(s) are to keep the kitchen area(s) clean. Accordingly, they are to:

* wash, dry, and/or place in the dishwasher the cups, glasses, and dishes they and/or their guests use;
* label and date all food and beverages they put in the refrigerator. CoLab reserves the right to throw away anything in the refrigerator that should in our judgement be thrown out.

The Member and their Authorized User(s) agree to:

* keep their office(s), meeting rooms, boardrooms, all other rooms and any common areas they use clean and orderly;
* throw all waste in appropriate receptacles including removing all trash, packaging and boxes;
* clean up any meeting room, boardroom, and/or other room after using it including returning furniture to the original set-up if it was re-arranged and erasing the white boards after use;
* avoid the need for additional janitorial labor or services.

**Use of CoLab for Functions**

If the Member and their Authorized User(s) want to hold an event at CoLab, they are to talk to CoLab staff to discuss scheduling, guest policy, insurance requirements, and applicable fees.

# CoLab Mississauga reserves the right to monitor all functions being held on the Premises. We also reserve the right to refuse the use of CoLab to any group that we consider inconsistent with our purpose and policies.

The provision of alcoholic beverages is subject to the rules and restrictions of the Alcohol and Gaming Commission of Ontario and may require a Special Occasion Permit. Any illegal alcohol distribution in or around the Premises will result in the Member’s inability to book CoLab in the future, a potential financial penalty, and potential legal action.

**Use of CoLab Brand and Signage**

The Member may use the address of the Building as the address of their business. However, the Member may not use the name of CoLab, our phone number or email address, or any picture of the Building in connection with, or in promoting or advertising their business or any endorsement of or testimonial with respect to their business without the prior written consent of CoLab.

The Member is welcome to display their company name on a single, removable sign as long as the signage does not damage walls in the Premises. Their sign may be no larger than one square foot or the equivalent area.



CoLab Mississauga

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Owned and operated by Lamenza Corporation, a social purpose real estate company.