



Equity and Accountability Agreement

for LATITUDE Staff and Volunteers

Updated January 13, 2023

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We make the choice to support multiple voices through representation within our lab assistant, educational, fellowships, and residency programs. The impetus for building this document and language is to focus on a “how can I help” mentality. We are working towards a more open education model, more transparent systems of selection and hiring, offering diversity training, and creating space for programming that confront bias and disinvestment with opportunity and skill building. Therefore this agreement aims to lay out definitions, goals, and transparency to be a more inclusive organization.

What is LATITUDE’s definition of a diverse community?

Knowing that art spaces, especially photographic workplaces, can be intimidating, LATITUDE defines our diverse community as inclusive of, but not limited to, the following individuals who are an indelible part of our courageous environment:

- Those who make work using diverse media and ideas who are open to the creativity of others;
- People who come from diverse cultural backgrounds, varied educational experiences, and economic strata;
- People whose geographic location does not limit their ability to partake in our nonprofit's Mission;
- People who understand that the history of Art has been an exclusionary one and are doing their part to mend those historical gaps and create a more inclusive Photographic present;

What is LATITUDE’s definition of Equity?

For LATITUDE, equity includes situations where power can affect relations and relationships. We are building this agreement in the hopes of adapting policies in response to what is happening in the lab and the world, developing gradual change, and evaluating where or how we can be most supportive. Our desire for equity stems from ensuring that

we are supporting individuals who come into our environment. We don't want to put people in vulnerable situations that are harmful, illegal, and/or inappropriate.

As an organization and community, we will be engaging with our definition of diversity by taking more inclusive steps of making new and established community members feel welcome while staff makes an effort to be more open to questions and evolving to meet community member's needs. When a harmful situation occurs, Latitude will lean on the Code of Ethics located on our user agreements to support community members.

That Code of Ethics reads:

The safety of LATITUDE Staff and community members is important to us. Physical, emotional, and mental harm and/or discriminatory practices by a DIY User will not be tolerated for any reason. If a LATITUDE Staff member determines a DIY User is causing harm or abuse to themselves, LATITUDE Staff, LATITUDE volunteers, and/or fellow DIY Users, LATITUDE Staff reserves the right to remove this DIY user from the space immediately and evaluate the health of the working relationship between LATITUDE and the DIY User prior to future reservation(s) being made. Some examples of harm or abuse are: inappropriate or aggressive language conveyed verbally or written, harassment, unwanted physical contact, unwanted sexual advances of any kind, and physical harm with the use of a weapon. If a Code of Ethics breach occurs, the Board of LATITUDE will be notified and an incident report approved by the Executive will be kept on file. Additional steps, measures, or assessments may be required of a DIY User to regain access to LATITUDE's facilities, services, and programs in the event of any breach of the Code of Ethics.

LATITUDE strives to maintain a safe and friendly environment for everyone within the space. All DIY Users are expected to adhere to this Code of Ethics with respect to the equipment and facilities as well as LATITUDE Staff, LATITUDE volunteers, and all persons within it. All DIY Users have read and understood the LATITUDE DIY User Agreement and agree to be bound by its terms.

LATITUDE's mission is twofold: first, to provide affordable access to high end digital equipment and a production space for the creation of artwork, while offering artists and photographers technical assistance with this production; and second, to organize a diverse range of social, academic, and professional programming dedicated to the arts, including artists' talks, workshops, reading and critique groups, print swaps, and an ongoing artist in residence program.

To align with the mission, LATITUDE will be engaging with the following parts of our organization to improve our relationship with our diverse community:

1. We will strive to promote inclusion through our Lab Assistant program by offering real world training on how to work in a lab, non-profit, community engagement, customer service, community building outside of a school setting and providing an affordable way to make work outside of school.
2. The Lab Assistant program will continue to be a volunteer program but the expectations and tools these volunteers will receive will be more transparent and LATITUDE will communicate their expectations clearly.
3. We will continue creating online learning modules that will serve our at risk community members. By providing a baseline education on the possibilities LATITUDE is capable of, we are giving a new kind of entry to diverse community members.
4. For our Artist Residency, we will continue to omit the education question from our applications, not make English and academic grammar a priority when selecting applications, be open to media type, and have a diverse review panel of folks we trust to make selections that support this equity agreement.
5. Hiring practices will be updated to reflect transparency about the position and offer realistic training expectations from the applicants. LATITUDE promises to do better when posting job descriptions with clear information while providing open hours to ask questions about the position.
6. Similar hiring practices listed above will be provided to the Fellowship positions. LATITUDE understands that paying individuals for their labor is important and we are restructuring the payment stipend to something more equitable.
7. LATITUDE will be transparent about the ways the organization can make accommodations to those who need them at the lab. These accommodations will be listed and made available on the website.
8. Since 2019, Staff members (Full time and Part time) are required to attend Analyzing and Understanding Systematic Racism training. Latitude staff will continue our commitment to learning and action by attending training as a group in 2023.

Staff and volunteers will commit themselves to achieving the points laid out in this Equity Agreement. The document will be a living document, updated yearly, and reviewed often.