

Figure 8 Ink Studios

Code of Ethics and Professional Conduct

The Staff (tattoo artists, piercing artists, desk management/artist assistants, and instructors) and Owner/tattoo artist/instructor, Patricia Atkinson, of Figure 8 Ink Studios LLC, at 10745 Courthouse Road in Fredericksburg, VA (established 2015) pledge to uphold the following principles as they pertain to each of our specific roles. We all believe in the absolute safety of our clients and will strive to make them feel as comfortable as possible, both physically and mentally. Getting a tattoo or a piercing (or as an instructor) places clients in an inherently vulnerable position and we pledge to respect the trust given to us and maintain all professional practices and methodology to the best of our ability. This includes respecting boundaries, communications of what we are doing and going to do to complete the client's procedure, and to check in on their physical and mental well-being continually. We will continue to work hard to uphold the highest standards in the following regards for the betterment of our industry as a whole, and by our example, perpetuate that idea to clients and encourage them to always require respect in their experiences with the industry no matter where they visit in their life travels in the future.

- Staff and shop as a whole will all be in compliance with all CDC/OSHA/DPOR regulations and federal/state/local laws. Staff will complete and keep up to date on any requirements for their licenses including bloodborne pathogen training and additional professional training requested by owner such as Barbacide Covid 19 Certification and Safe Zone training group certification. Staff and owner will stay aware and comply with all federal and state pandemic related business regulations.
- Staff will not slander, insult, say, text, email or by any other electronic means defame any other person, staff member, client, vendor, or product. This does not include a professionally worded negative review or post if appropriate to the industry and situation is discussed with owner before hand. Artists and instructors will never post publicly in a negative regard about a client, student, or competitor, or share personal information. This does not include a professional response in defense to a negative review that is discussed with and reviewed by owner.
- Staff will promote goodwill, professionalism, patience, and a positive attitude at all times to all fellow staff, clients, and students. All staff will conduct themselves in a manner that reflects positively on the industry and Figure 8 Ink Studios at all times.
- All staff will respect all people and will not discriminate for any differences in race, sexual orientation, gender preferences, socio economic status, education level, age, religious affiliations, appearance, etc. Figure 8 Ink Studios intake paperwork has an area to provide pronoun preferences and all staff will strive to respect and utilize those preferences.
- Tattoo Artists and piercers will make every effort to educate clients and general public in what constitutes safe procedure and give them knowledge and support to promote proper aftercare and healing. Artists and piercers will warn clients about riskier procedures, locations, and areas or procedures that will entail more intense healing and aftercare responsibilities.
- Tattoo Artists, piercers and instructors will perform every service to the best of their ability and will never be under the influence of any substance that would negatively impact their abilities or professionalism. Staff will all strive to the best of their ability to be healthy, rested, on time, clean and groomed, and mentally ready to perform. Staff will disclose to owner about symptoms of sickness or any possible exposures to sickness especially Covid 19 and will take steps as agreed upon by all staff of Figure 8 Ink to prevent further exposure of any clients or staff and procure negative testing and agreed upon quarantining period before returning to premises.

- Staff and owner will ensure that the environment is kept clean and safe. Sterilizer will be used and maintained in accordance with DPOR regulations and professional standards. Sharps will be disposed of in specific sharps containers and processed in accordance with state and local guidelines. Tattoo artists and piercers will go above and beyond to ensure proper handling of equipment and disposables to prevent cross contamination. Staff will ensure studio is disinfected after every work day.
- All staff will refuse any service to any client or student under the influence of alcohol or drugs and will immediately notify owner as to situation.
- Tattooists and piercers will use high quality professional tools and materials and will be responsible for their stock, either by ordering what they are responsible for stocking or notifying owner or desk staff of low inventory levels as appropriate
- Physical contact is a necessary aspect of tattooing and piercing procedures. Our clients' safety and comfort will be kept in the highest regard and staff will never ask for more touch or visibility of clients' bodies than necessary for the procedure or ask for beyond what's necessary temporarily for placement (to check accuracy with anatomy). Staff will never suggest a more intimate area of tattoo or piercing placement without client's initial suggestion or inquiry. We will strive to remember to ask if clients would like optional increased privacy for their session, with either a closed door or privacy screens as applicable to the station in the studio. Clients are encouraged to ask for more privacy whenever they wish and artists will respond to the best of their ability and to the capability of the space.
- The artist or piercer may need to lean on the client chair/bed or the client's body during the procedure for stability. Clients may always voice if this becomes too uncomfortable and request an adjustment.
- Minor clothing adjustments may be necessary during the procedure but artists will warn/ask client or ask client to make the adjustment. Blankets or additional coverings of exposed areas that must be exposed to reach other areas are allowed and encouraged to be brought and used, or drape sheets are available for use. Large tattoo session comfortability tips or clothing suggestions document is available by request before clients' appointment or available online on our website or app. A medical bib, drape, or paper towel may be tucked in to another piece of clothing to protect it from being soiled during procedure but artists and piercers will ask permission to do this or ask client to tuck it in themselves.
- If an artist takes a photo we will ask permission (verbally or from electronic submission of intake form or both) and will never use those photos for anything but professional purposes. Artists will never ask clients to pose inappropriately or expose areas of the body not pertaining to the tattoo. Clients will be given a chance (on intake forms and/or verbally) to revoke permission to take photos, post photos, or be tagged on social media or other online platforms. Artists will never pressure client to take photos they are not comfortable with and client may request to see any photo artists take.
- Tattoo artists and piercers will never pressure or rush a client into getting a tattoo or piercing that they are not comfortable with. We will ask for approval of placement, design, etc as applicable to the procedure. Client will be given multiple opportunities to voice opinion, comfortability, and special requests and staff will accommodate to the best of their ability, considering professional capabilities. Client is allowed to view drawing/stencil in the mirror and will have adequate time to make a final approval decision before tattooing. Artists' will not show frustration or be upset if multiple placements of the stencil are required, and client may always voice their opinion or requests at any point of the process. Clients may ask for clarification at any time of any aspect of the stencil or how the artist plans to execute it, with both parties understanding that tattooing is a process with some fluidity and progression, and a stencil is just a placeholder for the final product and cannot fully represent the final tattoo. Clients can use the stencil to have a chance to view and approve the accuracy of any lettering, numbering, or foreign language or symbols, including correct orientation. Artists will strive for accuracy

in all regards to fulfil clients' requests, but it is ultimately up to the client to do culturally specific research (for example true meaning of a kanji symbol, Sanskrit excerpt, accurate spelling, or if a symbol should be placed a certain way to be accurate in the culture it is from, etc) and make final approval and consent of the stencil design/plan, and to be tattooed; and ask for clarification of anything they don't understand (and they will be given that opportunity from their artist).

- Tattoo artists and piercers will make suggestions regarding the content, coloring, sizing, placement, complexity (tattoos) and placement, jewelry type, number of piercings at one time, (piercing), etc. This is only to ensure the longevity, healing, readability/legibility, and overall aesthetic of your procedure. Figure 8 Ink Studios staff reserves the right to decline executing a tattoo or piercing that is not tattooable or pierceable in our professional opinion (will not hold up well or heal well over time or is too risky or against our code of ethics), and client has the right to decline a design or procedure that they feel is ultimately not what they want.
- Guests are not currently allowed to sit with clients (except minors/guardians) due to the increased risk of exposure to Covid 19. If a client requests a guest in advance for emotional support Figure 8 Ink Studios staff and owner will discuss options and special accommodations, including occasional check ins from waiting in a vehicle or the lobby, facetime or video chat, cancellation options, or a possible exception. This is subject to the approval of both the artist and owner and is not guaranteed, but each advanced request will be considered and staff will try to compromise with client to ensure their comfortability while also protecting ourselves from exposure risk. Video conferencing and guests can be distracting and affect the safety of clients and artists, especially in the confines of the piercing room space, so it may not be an option.
- Staff will never contact clients or students after a procedure or class unless it is in professional regards. Staff will use email as our first method of communication but occasionally a text or call may be warranted. Staff will never share clients' personal cell phone numbers or take advantage of the professional relationship in regards to future communications after services are completed at Figure 8 Ink Studios.
- Artists will respect clients' schedules and appropriate professional working hours, never arranging with client to tattoo or pierce late at night or without other staff present if without the knowledge and permission of the owner. All appointments will be official and booked on the calendar through normal procedures (except special circumstances like friends and family sessions)
- Free services happen occasionally in the industry. This should be appropriate to a specific situation (customer service based correction, touch up, friends and family, fundraiser donation, promotion, etc). Artists giving gifts of their services will never make clients feel like they owe them any personal favors or gifts etc in return.
- At any point during the tattoo process client and artist are allowed to withdraw consent from the tattoo or piercing session if they are feeling uncomfortable with the artist's/client's behaviors. Artists will communicate with the owner as soon as possible and make a statement regarding the situation. Clients are encouraged to also make any complaint or comment about any experience to the owner and owner will immediately professionally address and strive to diffuse and remediate the situation. Both clients and artists rights will be respected by owner and owner agrees to keep up to date and paid up with all insurance policies and emergency contingencies in place under Figure 8 Ink Studios LLC's coverage.
- If any staff does not uphold any of the above policies and understandings they understand they will be held responsible and the situation will be immediately addressed appropriately with the appropriate consequences by the owner. Staff and clients should all understand an "open door" policy from the

owner if at any time there is any issue that needs to be discussed or addressed, or if anyone is made feel uncomfortable in any way.

- If any staff does not uphold any of the above policies and understandings they understand they will be held responsible and the situation will be immediately addressed appropriately with the appropriate consequences by the owner. Staff and clients should all understand an "open door" policy from the owner if at any time there is any issue that needs to be discussed or addressed, or if anyone is made feel uncomfortable in any way.

Staff member name (printed)	Position Title	Staff member signature in agreement with upholding the above as applicable to their position	Date Signed	Notes
Debi	Director		3/2/22	↓
Megan F.	Instructor		3/1/22	love
Carabella	assistant		3/11/22	;
Evan K.	Artist		3-12-22	
Heather H	Assistant		3/12/22	☺
PATRICIA ATKINSON	OWNER		3/13/22	
SABRINA	ARTIST		3/15/22	♥
LeeAnneHastan	Artist instructor		3/15/22	⊕♥

