Principles for a Safe and Welcoming Work Environment

These principles are the product of a collective reflection process. The intention is to protect everyone in the organisation, especially those who are often marginalised, by preventing unwelcome/non-collegial behaviour. They aim to create an environment that enables growth, is inclusive and safe for all who pass through the organisation.

Intentional Equity

1. Make equality in all forms (including gender, sexuality, ability, race, ethnicity, class, preferred language, age, education level, etc) an integral part of our curriculum and work practices (amongst staff, facilitators, Equalisers and all members of EE)
2. Celebrate difference and different ways of being. Do not deny or minimise the different identities and lived experiences of EE members, instead promote unity across lines of difference.
3. Commit to continuous learning and reflection, from and with each other.
4. Disrupt negative gender based stereotypes when you see them in individual or broad scale interaction or in the delegation of tasks.
5. Call out rape culture in all its forms – misogynistic comments or behaviour which signal unwelcome sexual overtures.

Communication

6. Treat each other with dignity and respect by listening to and acknowledging each other. Recognise that everyone's feelings are valid even if you disagree with what is being said.
7. Intentionally make space for voices that aren't usually heard by being conscious of one's own positionality (the power one holds in spaces and the way it informs one's viewpoint). Including affirming the authority of individuals to speak on their work/area of knowledge
8. When an issue arises, we commit to proactively and constructively confronting them to avoid repeated incidences and making people feeling disempowered in the space. We commit to protecting those who are affected by said incidences.

Collegial relations

9. Managers and SMT should create a safe space for staff to regularly give and receive critical feedback. This feedback should leave all members of staff feeling supported and cared for in an effort to promote a healthy work environment.
10. Acknowledge that we are all heavily committed to EE's work.
    a. Value and participate in all of the different sectors of EE's work. Try to understand and respect people's work and workload.
    b. Foster a culture of being open and sensitive about what can be achieved within reasonable means. Respecting people's time in and outside of work hours.
    c. When a colleague expresses concern about their workload, working environment, or another aspect of their work – assume best intentions of them.
    d. Team work is important, for growth of all parties involved
11. Create organisational policy to require internal democracy and ensure that all policy aligns with our principles, including implementing it equally and consistently for everybody
    a. Make transparent and direct channels for staff to report issues anytime

b.　Treat matters with sensitivity and in confidence
　　　c.　Ensure there is an individual within each office who is trained in dealing with the sensitive nature of sexual harassment to provide support
12. All SMT members to attend and participate fully in all types of training in order to ensure a collective learning experience and demonstrate commitment to the importance of the process

Training and Development

13. Provide staff with differentiated tools and training so that they can successfully respond to challenges in their work.
　　　a.　Specifically ensure that those in leadership positions are provided with appropriate management skills
　　　b.　When an experienced person works with others, they should be proactive about communicating and sharing their skills and knowledge with those less familiar
　　　c.　When designing organisational training programmes, create opportunities for [junior staff/staff from different departments] to participate in the process for their growth and to promote inclusivity