

## Sample Interaction Guidelines Exercise

### Choose a safety principle to discuss:

- All interactions should be observable and interruptible
- All interactions should promote choice and involve the consent of each individual
- No interactions should promote or appear to promote preferential treatment

### Discussion Questions

1. Which interaction guidelines address this principle?
2. Of those guidelines,
  - a. What are the strengths?
  - b. What, if anything, is missing from these guidelines?
3. How would you adapt these guidelines to your specific audience?

\*Text in maroon are safety-specific guidelines that Sacred Spaces

---

### Procedural

- Provide a weekly opportunity to check-in (i.e., go around the zoom room), where you may share professional and/or personal updates.
- Share agenda in advance of meeting with clear purpose, goals, and process of participation including next steps and timeline for any follow up.
- Leave several staff meeting slots unscheduled throughout the year, to complete prior your meeting agendas which require more time
- Anyone is invited to lead all or parts of your meetings at different times throughout a year and are encouraged to bring creativity to how to present and discuss a topic at monthly Friday lunches.
- Agenda items might generate exciting new ideas about related and unrelated topics; we welcome big thinking and will place off topic ideas in the “parking lot” on the annual Meeting doc for future staff meetings or individual meeting follow-up.
- When recording a meeting is vital to its purpose, participants will receive advance notice. When it is not vital, participants will be asked by an anonymous survey if they are comfortable or not comfortable with recording a meeting, with as much advance notice as possible. Unanimous affirmative approval is needed before recording. When recording is in process, any participant is invited to raise a question or concern as to whether recording should continue and request for recording to stop. In all instances of recording, participants will be informed of the reason and plans for the recording, including how long it will be saved.
- Have your personal name reflected on the screen and your are invited to include pronouns.

### Environment

- In order to create more connection in a remote work environment you are encouraged to participate with videos on, and are welcome to stay unmuted at your discretion.

- Food and drinks and more casual dress are all acceptable during certain meetings
- Help each other with tech.
- Select a plain or professional background (i.e., something neutral and not overly intimate) or use virtual backgrounds or blur to manage privacy (and occasionally for fun).
- We aim to create safe workspaces where you feel comfortable participating. Part of this includes the right to know who is in the room or able to hear the meeting. We recognize that you work in different spaces, including spaces that are shared with others. When another person is in the room, we operate from the principles of privacy (headphones, muting) and informed consent as others in the meeting have a right to know who else hears the words they say.
- If a person or pet requires significant attention, then you should use your discretion if you need to step away from the meeting, mute, and/or turn off video.

### Communication

- Respect each person's communication style. Participation is always encouraged, but never required. We respect rights to pass/opt-out.
- Ask genuine questions and come curious, ready to listen and learn, and open to new ideas. Different ideas are welcomed and needed to foster innovation and critical thinking.
- Disagree with the idea, not the person
- Take other's words at face value and assume best intentions
- Be respectful of diverse opinions, religious background, social-political beliefs, and life experiences in the room.
- Speak for oneself and don't assume for others.
- Don't be afraid to think big or brainstorm; ideas don't need to be fully formed to be shared.
- Communicate, as possible, if you need to leave a meeting.
- Being respectful of the facilitator. This means staying on topic when answering the facilitator's questions as well as sharing any suggestions for consideration (be it to preparation, agenda, or facilitation) privately after the meeting.

### **Additional Interaction Guidelines**

#### Lodging

- When traveling overnight is necessary for work, employees should select lodging that provides comfortable, safe and quality accommodations while keeping in mind fiscal responsibility. Lodging and accommodation rates should be pre-approved by the Finance and Operations Manager prior to booking. **Employees are never required to share a room.** If employees travel with a partner, friend, or family member, any additional fees incurred (e.g. increased room costs, etc.) are to be paid directly by the employee, except in cases of pre-approved dependent travel.

#### Staff Hospitality

- When staff members travel for work to an area where another staff member lives, there is no expectation of home hospitality of any type. Staff are permitted to work and socialize in a safe manner that is comfortable to all parties and in line with this policy.

- At times, a resident staff member may wish to extend home hospitality, and a visiting staff member may wish to accept. Such invitations are permissible between peer staff and between staff of discrepant supervisory levels, provided that: a) private sleeping accommodations are provided to the visiting staff member if the invitation includes an overnight stay; b) all interactions occur in living-spaces, not bedrooms, as per the Meeting section above; and c) the senior staff member's supervisor is notified of the arrangement and dates of the visit.

### Gift Giving

- Sacred Spaces values recognizing the whole person, including celebrating birthdays, holidays, and personal milestones with recognition and appreciation and not primarily with gifts.
- In order for gifts to avoid showing favor, the organization, and not an individual, will provide gifts to staff and volunteers to mark milestones. Gifts will be the same type of gift or gift value to mark the same milestone or event (e.g. when a new Board member or staff joins, work-iversary, loss of family member).
- If a supervisor chooses to provide their supervisees with a gift, it should also be the same type of gift or gift value and to mark the same milestone or event (e.g. always giving a small gift on supervisees birthdays or Hanukkah). Gift giving should be reported in writing to the gift giver's supervisor and /or the Executive Director to ensure transparency.
- Individual employees should not give gifts to direct supervisors or senior leadership. To recognize a special occasion or milestone, a group may collect money to purchase a group present for a supervisor or senior leader. A group gift shows appreciation without appearing to elicit favoritism.
- We recommend considering how the giver – and onlookers – may interpret a gift. For this reason, specific gift giving guidelines include: Avoid giving personal items someone might wear (perfume, clothing, or jewelry) or items typically not allowed in the workplace (alcohol, gag gifts, or any item that may offend others). When gifts are permitted and warranted, as in the situations described above, select food items, gift cards for food and beverages, appropriate books, flowers, or other items that reflect your thoughtful intentions in a professional manner.

### Upholding our Guidelines

- Support each other to uphold the guidelines and invite everyone to talk to each other privately if someone is not upholding a guideline.
- Check-in as a full your will be done at least annually to reflect on how we are upholding our guidelines and review any needed revisions to achieve our goals. In the interim, you can leave notes for discussion at the annual review.
- Anyone will receive the link to the guidelines as part of their onboarding process as well as in advance of their first meeting with their supervisor.

