

# COMMON WORKING CULTURE

## SAFE SPACES AND BRAVE SPACES

### RESPECT

...others when they are talking  
...each other's right to be human

### Listen

actively respectfully  
even if you disagree

### BE CURIOUS

show interest,  
ask questions  
share your opinions



make room for everyone's opinion & voice

Criticize the idea,



not the person

Believe in our common best intentions.  
If you feel uncomfortable explain why,  
address the problem + start a proactive discussion.

Use "I" statements -  
speak from your own experience  
rather than generalizing

Honor diversity, but only point it out when necessary  
Consider your own prejudices before talking.

Say **SORRY** if necessary

If you are facilitating a workshop:  
use interactive methods to include everyone

Laptop & smartphone usage  
Do it quietly and only if necessary or project related



Person of trust:  
Every hosting team is going to have a person of trust.



# COMMON WORKING CULTURE

## SAFE SPACES AND BRAVE SPACES

- 1 Respect...  
.... others when they are talking.  
.... each other's right to be human (to have a bad day, to be triggered, to fail, etc.) 
- 2 Listen actively, listen respectfully – even if you disagree 
- 3 Be curious – show interest, ask questions, share your opinions 
- 4 “Step up, step back”: make room for everyone's opinion & voice 
- 5 Criticize the idea, not the person 
- 6 Believe in our common best intentions. If you feel uncomfortable explain why, address the problem + start a proactive discussion. 
- 7 Use “I” statements – speak from your own experience rather than generalizing 
- 8 Say sorry if necessary 
- 9 Honor diversity, but only point it out when necessary (family of origin, culture, orientation, race, class, gender, ability, etc.) Consider your own prejudices before talking. 
- 10 If you are facilitating a workshop: use interactive methods to include everyone 
- 11 Laptop & smartphone usage: Please show respect for speakers and meeting organisers by refraining from using your laptop or smartphone during meetings or presentations, If necessary or project related, do it quietly, excuse yourself beforehand. 
- 12 Person of trust: Every hosting team is going to have a person of trust, that you can address any time if you feel uncomfortable. 

