

SHRUB Safer Spaces Policy

SHRUB aims to provide a safe environment, which is welcoming, engaging and supportive for everyone. By becoming a member, you agree to behave in accordance with this policy when at **SHRUB**, during **SHRUB** events, and through **SHRUB's** social media, emails or other messages with those involved with **SHRUB**!

These rules are all of our responsibility, but everyone is also personally responsible for their own behaviour. We are trying to create an environment of mutual empowerment, so do not judge or put each other down.

1. We do not accept prejudiced behaviour or comments, including prejudice based on:

- Race
- Age
- Sexual orientation
- Gender
- Gender identity
- Gender presentation
- Disability status (mental and physical health)
- Ethnicity
- Nationality
- Class
- Language ability
- Asylum status
- Religious beliefs
- Political affiliation (where this does not contradict the values outlined in the Safer Spaces Policy)

You should avoid assuming the opinions and identifications of others.

2. You should to communicate respectfully with others at **SHRUB**.

- Try to use people's correct pronouns (she, he, they). If you are not sure of someone's pronoun, don't be afraid to ask; they will usually be grateful you did! If unsure, refer to the person by name, or by the pronoun 'they.'
- Try to pronounce people's names correctly. If you are unsure of the correct pronunciation, please ask.
- Try to avoid speaking about psychologically upsetting topics (including but not limited to: rape, sexual assault, self-harm, suicide, abuse etc.) in **SHRUB**. Where possible, begin with a warning of the topic you are about to discuss, with enough time for those who may find the topic upsetting to avoid the conversation or leave the room.
- Be aware that using swear words or raising your voice may impact others. If they ask you to stop, please respect their wishes.
- Please respect each other's differences and lifestyle choices and try to be non-judgemental in your conversations.
- Keep in mind that your social category (age, gender, level of experience at

SHRUB etc.) might affect the way others respond to you. Make sure you give others a chance to speak if you are speaking a lot in a conversation or meeting.

3. Respect each other's physical and emotional boundaries, and always ensure there is consent before physical contact or discussing potentially personal or upsetting topics. If unsure, always ask.

4. If someone asks not to participate in a task, please respect their decision. We are all responsible for making sure that people don't overstretch themselves.

5. SHRUB's vision is progressive and we will not always get it right. Please be respectful of others' efforts. We can learn from projects or decisions that have not gone to plan. Respect the consensus process and the decisions that have been made at consensus meetings.

5. We aim to ensure that spaces are as accessible as possible. See our Accessibility Policy for more information.

6. SHRUB normally operates as an alcohol and drug free space. Please do not bring drugs or alcohol onto the premises, unless agreed otherwise in advance (such as for volunteer parties organised by SHRUB). Negative behaviour caused by drugs or alcohol will not be accepted. Respect those who choose not to drink or use recreational drugs.

7. We aim to create a calm and welcoming atmosphere at SHRUB and to facilitate a good working environment. We discourage loud music and ask that you have social conversations outside of the office where they might disturb people trying to work.

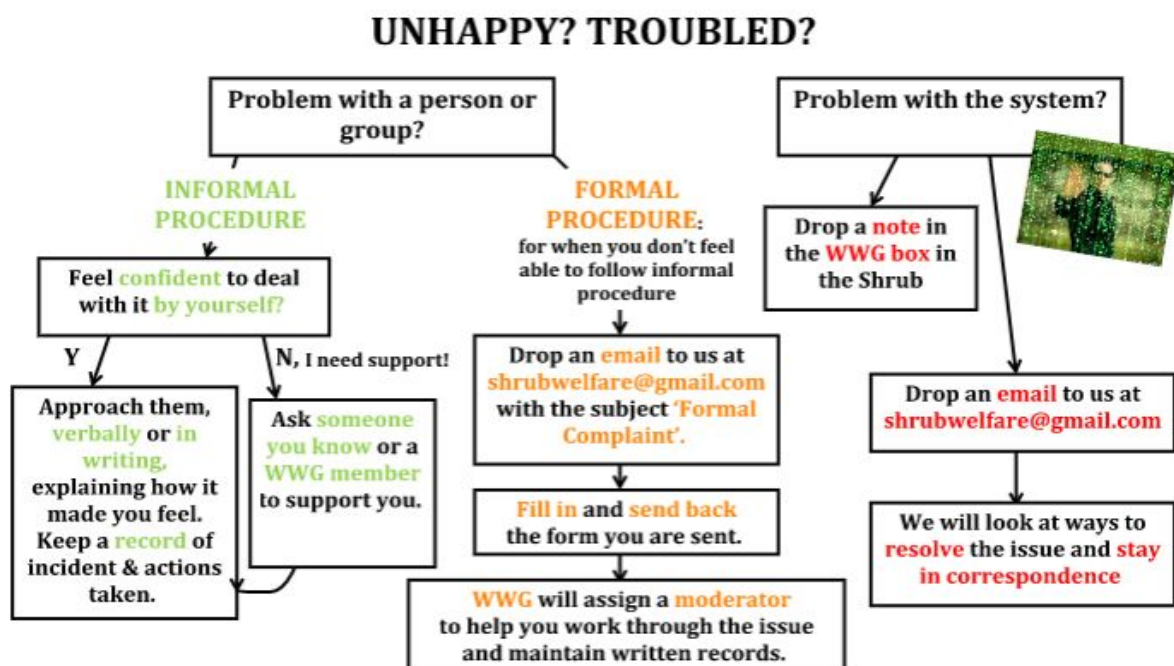
8. To ensure that SHRUB continues to be an safe and accessible space, as a general rule SHRUB operates under a No Pet policy. There are some exceptions where pets could be allowed:

- a. Guide dogs (under any circumstance);
- b. Parties or private work periods where all attendants are happy to be in the same space as the pet (previous consultation with the attendants is required).

9. In order to be more accessible for people with eating disorders, we discourage providing food at the centre of a meeting or activity. Please place food on a table to the side, so that people can choose whether to engage with it or not. When advertising events and socials, please make it clear in what way and at what times food will be involved.

10. If someone makes a comment or behaves in a way that goes against this policy, remember “respect the person but challenge their behaviour.” Often people are not aware that their behaviour is unwelcome or misunderstood. If you feel able to engage with the issue then a respectful informal discussion can lead to more understanding between you and an agreement that the behaviour will end.

11. If you do not feel immediately able to engage with someone surrounding an issue or would like more support, please follow **SHRUB’s** Conflict and Complaints policy and Procedure (summarised in the flowchart below). You should feel free to approach the Welfare Working Group at any time.



12. If someone says or does something to make you feel unsafe, they can be asked to leave the space straight away. At all events, workshops and activities we aim to have a member in charge of carrying out the Safer Spaces Policy.

13. This policy should serve as guidance in **SHRUB’s** relationships with external organisations and the public.

14. If you have any concerns or comments about the Safer Spaces Policy or would like to discuss an aspect of the Policy, please contact the Welfare Working Group on shrubwelfare@gmail.com.

Document revision history

Version	Date	Changes
0.01	July 2017	Initial draft for discussion by WWG
0.02	August 2017	Responded and amended according to comments from staff and board.
0.03	August 2017	Second Draft sent to Open Meeting for Approval / changes to be made
1.0	16/08/17	Agreed at Open Meeting subject to final amendments by Welfare Working Group
1.1	29/08/17	Agreed at Welfare Working Group as the final version
2.0	11/12/17	Revision made to include a new paragraph (n.8) to reflect a no pet policy as agreed in the 14/11/17 Open Meeting.
3.0	21/06/18	Revision made to include new paragraph (n.9) to reflect food and meeting policy and a bullet point (n.2) to reflect feedback from end of year collections.