



**Safety Protocol Agreement**

We are a diverse group of people, each with expertise to contribute to this work. The following principles will guide all of our interactions with each other so that we all can experience safety and *equitable opportunities* when speaking, engaging and listening. Twice annually and when welcoming new members, we will invite participants to share their verbal agreement to apply the collectively developed THJRC Safety Protocol Principles to show our accountability to one another. The Academic Cluster Co-Leads, Peer Co-Leads and Project Coordinator will share responsibility for intervening during any instances that violate our Safety Protocol Principles in meetings.

**Safety Protocols Principles**

<b>Principle</b>	<b>Requirements</b>	<b>Accountability (actions)</b>
<b>Respecting Elders</b>	Upholding deep respect for the safety, wisdom and leadership of Elders for guiding and directing how we work together and support one another.	Elders will welcome, open and close all meetings; Elders will provide direction for our work; Elders emotional and physical safety is a priority shared by all and we will protect our space for their upmost respect.
<b>Respectful space</b>	We commit to creating and supporting violence, stigma, discrimination, and judgement-free spaces to ensure safety, visibility and respect.	We all share the responsibility to set and honour boundaries. We commit to making public acknowledgements when a protocol is broken.



<i>Principle</i>	<i>Requirements</i>	<i>Accountability (actions)</i>
<b><i>Being Present</i></b>	Being truly and authentically present; active listening without distractions.	We are all expected to speak openly to a member who is being disruptive (i.e. having side conversation), or not listening with respect. We speak using “I” versus “You” statements to own our own position and experiences.
<b><i>Equitable Participation</i></b>	We respect that we each participate in different ways, such as listening, speaking, reflecting, acknowledging, questioning, guiding and sharing. We acknowledge the long-standing power imbalances between academia and community members, and commit to being cognizant of and distributing that power to value and embrace members equitably from all backgrounds. We will work together to ensure everyone’s voice can be heard and their experiences values.	We share the responsibility of naming situation where our members are not respectfully participating or are creating barriers to the participation of others (i.e. disagreeing with our respect, shutting down peoples’ voices, talking over them, cross talking, taking too much space/time).
<b><i>Assuming Positivity</i></b>	Respecting and assuming positive intent in all of our work.	Keep our mind, ears and hearts open and understanding that everyone has their own journey and story.
<b><i>Trauma &amp; Violence-Informed</i></b>	<p>We will make every effort to create safety for those who have experienced trauma and violence and work to address and prevent further harm.</p> <p>To ensure safe and functional space, we require no one attend our meetings while unable to effectively, reciprocally, respectfully and safely (e.g. if dysregulated/intoxicated/in crisis/expressing suicidal ideation or thoughts of self-harm etc.). In this, we acknowledge the importance of including and valuing people who use drugs and substances in our Cluster while holding safety for our members at our Cluster meetings as the highest priority.</p>	<p>We share and listen to experiences of the criminal justice system while also limiting triggering content in our stories; safe spaces need to recognize trauma triggers and actively work to prevent them.</p> <p>Anyone who is unable to be present and clear-headed and communicate effectively, reciprocally, respectfully and safely at meetings (whether dysregulated, intoxicated, in crisis, etc.) will be asked/escorted to leave by the meeting facilitators, while also ensuring safety for those remaining in the meeting.</p> <p>An emergency support team will be formed to support impacted members and the acting member in cases where the safety of the Cluster is disrupted.</p>



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**Transformative Health & Justice Research Cluster**

Research Excellence Cluster

***Judgement-Free Space***

Our goal is for everyone to feel safe to share freely, without vulnerability, without fear of judgement, stereotyping and discrimination.

We acknowledge and respect the truths of everyone's experiences; we don't question if "real", we tackle discrimination, judgement and oppression by using language carefully.



### **Meeting Protocol: Our Safety Principles in Action**

- **Functional & Respectful Space**
  - Anyone arriving dysregulated, intoxicated or found using on-site will be asked/escorted to leave by the meeting facilitators, and safety for all remaining in the meeting will be upheld.
  - All meeting members will do their best to provide timely feedback, respecting the work done by meeting facilitators by attending to action items and moving Cluster priorities forward.
  - Wherever possible, Cluster decisions (Related to H.R., research/project priorities, funding allocation, micro-grants, etc.) will be routed through the Cluster Core membership for consensus. Where timing or lack of input necessitates, Cluster Co-leads will hold decision making power.
- **Confidentiality**
  - Meetings will honor confidentiality and privacy. Consent to record meetings or photographs will be obtained prior to each meeting.
- **Meeting Attendance, Participation & Space**
  - Invitation only; new members may receive an invitation through an approved EOI form.
  - Notify Project /Peer Coordinator if arriving late or leaving early.
  - RSVP within requested time frame.
  - Request mileage coverage, transit or parking passes 24 hours ahead of meeting.
  - Communicate any personal costs (i.e. childcare) incurred related to attending meetings.
  - Maintain self-care & other-care during meetings: take breaks when needed, bow out as a non-verbal signal to leave, or tell the facilitator, watch for peoples' messaging signaling needed breaks, ask person leaving if they want to be checked on and if they wish for Elder or other support.
  - Honour the meeting facility by leaving minimal footprint, removing all items and treating staff kindly and with respect.
- **Zoom Meeting Attendance, Participation & Space**
  - Notify Project /Peer Coordinator if arriving late or leaving early.
  - If you are not speaking, please mute yourself as to not cause an interruption to others.
    - If needed (sudden background noise, participant does not hear request to mute), the meeting host may mute participants and will inform them when doing so.
  - Please attend in a dedicated space where there are no distractions.
  - Please notify other household members of your meeting and the need for a quiet environment.
  - Be as present as you would be if this was in-person, attend in a professional capacity.
- **Honoraria**
  - \$25/hr will be provided to any general Cluster member with lived prison experience for involvement in Cluster projects.
  - A set rate of \$250 is offered to those presenting at Cluster meetings and events.
  - Elder honoraria will be provided based on UBC Elder honoraria rates for each meeting, including parking, travel or personal expenses related to meeting participation.
  - Provided for meaningful participation only; members who join and do not participate, leave early or disrupt the meeting may not be provided honoraria.
- **Language**
  - All words spoken and language used will be respectful and honoring of each person; no language that diminishes, stereotypes, discriminates or triggers trauma will be allowed.
- **Mental Health Response**



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- An emergency support team will be formed after any incident where a member is asked to leave a meeting due to unsafe/dysregulated behaviour, or initiates unsafe communication with the Cluster that suggests dysregulation (through email, text , etc).
- That team will:
  1. Be made up of self-nominated Cluster members with self-identified capacity. Cluster Co-Leads should take a role in ensuring this team is formed (seeking self-nominations) after an incident but should not be solely responsible for this work.
  2. Look to Elders and Cluster Co-Leads for direction.
  3. Follow up with the acting member to ensure their safety.
    - a. This follow-up will be case and context specific and may look like direction to emergency services, connection to mental health resources, connection to community/cultural resources, interpersonal support - or any combination of these.
  4. Creating opportunities for debrief for all impacted members.
  5. Share transparent communication with all impacted members on the actions/supports following an incident.

Signature: \_\_\_\_\_

Date: \_\_\_\_\_