



LEEDS WOOD RECYCLING

Safer spaces policy

This policy is about highlighting the Company's core values to create an open, inclusive, safe and welcoming environment for all individuals who work alongside us. We are working hard to promote an environment where everyone is 'seen', 'validated' and 'safe' by being respected and validated in the way that they self identify.

This is integral in creating a safe open working environment.

We are not politically affiliated to any groups, but have a zero tolerance for any hate based behaviour within its team.

This Safer Spaces agreement recognises that:

- Everyone has an equal right to be heard and an equal responsibility to listen (people who are used to talking may feel the benefit of listening more, and vice versa).
- Respect and look after a network of people as a social and cultural space and a resource for all.
- However strongly you feel about a particular topic, resist abusive discussions. Any behaviour – physical or verbal – that harms others, or makes existing power imbalances worse, is not welcome.
- **Identify your own privileges** – the things that sometimes give you an easier ride than others – and actively challenge them.
- Be aware of the range of different identities (gender, race, orientation, class etc.) that people may have, and avoid making generalisations, or assumptions about people.
*(see list below)
- Be aware that anyone in the space could be a survivor of a particular form of oppression, for example, violence or racism. If someone is feeling uncomfortable, do not hesitate to raise this, if you think it would be appropriate to do so. It is everyone's responsibility to challenge prejudice and oppression, and if we ignore it we are allowing it to happen. Acceptance without exception for trans and non-binary people

- This list does not cover everything and it is up to all of us to help create a space where everyone feels safe and included.

Prejudiced behaviour is any kind of behaviour that exhibits prejudice whether or not it is directed at any specific person. This includes making assumptions about people, implying their inferiority or treating them with less respect on the basis of a characteristic associated with marginalisation, oppression or discrimination. In order to promote a safe space we ask for everyone to be mindful of the following things.

Pronouns

A pronoun is how you refer to someone, for example using she or they. Please ask people what their pronouns are if you are meeting them for the first time. Use their correct pronouns, even if the words are unfamiliar to you. If you make a mistake and refer to someone with the wrong pronoun, apologise and move on.

Assumptions

Don't make assumptions about someone's identity and think about the ways that people from minority groups may be impacted in different ways by the issues you discuss. Be aware that your experiences as a lesbian, bi, queer woman or non-binary person are not necessarily the same as everybody else in the room. Copyright Citation Ltd Version 1.0 35 Be aware of any position and privileges you may bring regarding for example your race, your class, your gender identity, your ability or your age. Try not to make generalising statements such as 'All women hate X'.

Oppressive Behaviour

Racism, sexism, classism, homophobia, biphobia, transphobia, disablism, fatphobia, ageism or discrimination on basis of ethnicity, immigration status, or religious, cultural, and/or spiritual beliefs, or any other kind of oppressive behaviour is unacceptable and will be challenged. Please do not use slurs that are not yours to use: e.g. if you are white do not use racial slurs, even if you are being critical of them. Please give a choice for people to interact without having to talk if they don't want to, If they are neurodivergent, do not tell people off if they want to talk or move when everybody else is sitting quietly and give space to people to go at their own pace.

Sexual Harassment

There is a zero tolerance policy to sexual harassment. This means no unwanted touching, including hugs, so please make sure you have consent before engaging in any physical contact with someone. This also means no wolf whistling or catcalling, and no inappropriate sexual comments or sexually based jokes, songs or taunts.

Accessible Language

Try to use clear, uncomplicated language and to avoid any acronyms and in-jokes. If you mention a theory or person, please give a brief description of who they are, no matter how well known you believe they are.

Content Warnings

Give people a heads up if you are going to discuss something that others might find upsetting. Sometimes upsetting things happen and we need to be able to talk about how we deal with them as a community. It's important to have a space where we feel able to do this, and we hope that we provide that. However, not everyone is able to talk about everything all the time, so let people know if you are going to talk about something potentially upsetting, such as mental illness or domestic abuse. During breaks and other less formal settings, you can also do this informally by asking 'is it okay if I talk about X thing?'

Space to Speak

Please be aware that it can be difficult for those belonging to marginalised or minority groups to participate in discussions both online and in person. Do not talk over people and try to gauge whether it is appropriate for you to speak on certain topics. Try to be less confident and allow quieter people a chance to speak.

Privacy and Confidentiality

Please respect the fact that not everybody is happy with their identity being shared so if you use social media, please do not share any contact information or identifiable information of other people without their explicit consent.

Social Media

Everything in this safer spaces agreement also extends to social media, including Twitter and Facebook, so keep that in mind when using social media today.