

## **Expectations and Principles**

### **Overview**

We value the participation of every member of our Samuel Lawrence Foundation community and want to ensure everyone has an enjoyable and fulfilling experience, both professionally and personally. Accordingly, all members of our SLF community are expected to show respect and courtesy to others at all times. We create our culture, and our culture is inclusive.

### **Inclusivity and Diversity**

Enjoyable, high-quality work can only be conducted when you feel safe, secure, and supported. All group members are thus dedicated to a harassment-free experience for everyone, regardless of gender identity and expression, sexual orientation, disability, physical appearance, body size, race, age, and/or religion. We do not tolerate harassment by and/or of members of our group in any form, and we ask all members of the community to conform to the following guidelines:

- All communication, be it online or in person, should be appropriate for a professional audience, and be considerate of people from different cultural backgrounds. Sexual language and imagery is not appropriate at any time.
- Be kind to others and do not insult or put down other group members.
- Behave professionally. Remember that harassment and sexist, racist, or exclusionary jokes are not appropriate.
- Harassment includes offensive verbal comments related to gender, sexual orientation, disability, physical appearance, body size, race, religion, sexual images in public spaces, deliberate intimidation, stalking, following, harassing photography, or recording, sustained disruption of discussions, inappropriate physical contact, and unwelcome sexual attention.
- Participants asked to stop any harassing behavior are expected to comply immediately.
- Contribute to discussions in meetings with a constructive, positive approach.
- Be mindful of talking over others and be willing to hear out the ideas of others.

In addition to making team members feel safe and secure, diversity and inclusion have numerous benefits to us all. Put simply, the greater the mix of people in our group, the greater the mix of skills, experiences, perspectives, and ideas we can collectively draw on. But the benefits of diversity and equality cannot be fully achieved without actively creating an inclusive environment.

### **Social media**

In your work-related life, you may wish to engage with social media (e.g. Facebook, Twitter, and Instagram). Please be considerate of others when using these platforms, and respectful of how others may wish to use them. You must bear in mind the very public nature of interactions on social media, and that many people (who may not be on a specific platform) will read and hear of online correspondence. We are not compelled to engage with any social media, use any such media for work-related purposes, and we will never pressure each other to 'friend' or 'follow' each other.