SAFS Equity & Inclusion Guiding Principles

1. Committee’s Mission
   Fostering an inclusive environment by advocating for diversity and equity in the SAFS community.

2. Work Values
   To be effective and inclusive as a committee, each member values and commits to:
   
   2.1. Participating actively at meetings and between meetings to realize our charge.
   
   2.2. Communicating and engaging with peers for fair representation.
   
   2.3. Having a positive attitude, giving constructive feedback, and adopting an effective and safe work ethic.

3. Discussion Guidelines
   To be welcoming and respectful as a committee, each member values and commits to:
   
   3.1. Being curious and willing to learn:
   Approach the discussion with a sense of curiosity, a willingness to learn from others’ perspectives and experiences, and a desire for constructive dialogue, and an understanding that some conversations are open-ended.
   
   3.2. Being courageous and authentic:
   Share with others what is going on in your mind. Express your feelings genuinely.
   
   3.3. Using “I” statement and accepting others’ perceptions:
   Speak only for yourself, and accept every person’s perception as being true for them. Value each one’s opinions. Avoid making judgments about others and be empathetic.
   
   3.4. Listening, being present and engaged:
   Listen actively to everyone. Avoid interrupting, side conversations, and other distractions. Be mentally present and willing to be uncomfortable. Stay engaged and guard against “shutting down.”
   
   3.5. Being supportive and welcoming:
   Support others in their efforts to discuss challenging topics. Be compassionate. Be mindful of our impact on others and not only our intent. We acknowledge that in some instances, members may want to recuse themselves when there is a conflict of interest in the discussion.
   
   3.6. Maintaining confidentiality.
   Record circumstances, not names. Record actions, not opinions.
   
   3.7. Upholding accountability:
   Hold one another accountable for adhering to these guidelines.
4. Meetings

4.1. **Committee meetings:**
The committee is highly encouraged to convene monthly, and should meet at least quarterly.

4.2. **Meeting agenda:**
The chair or co-chairs will determine the agenda and solicit input from the rest of the committee prior to each meeting.

4.3. **Meeting minutes:**
The minutes from each meeting will be recorded by the secretary or co-secretaries and posted publicly on the SAFS Diversity, Equity, and Inclusion website.

4.4. **Updates at faculty meetings:**
The chair or co-chairs will provide an update to faculty at their bi-weekly faculty meetings.

4.5. **Open meetings:**
The EI committee will host at least one meeting each academic year to provide an update and solicit feedback and ideas from the SAFS community.