

CCE SHARED MEETING NORMS AND VALUES

Overview and Purpose

One important feature that sets CCE apart is our ability to bring together disparate groups of people from many different backgrounds and sides of an issue to work together to improve our justice system. Fellowship, collaboration, and robust debate are encouraged, as these are all central to our organizational model and help us further our mission.

It is important to ensure that CCE's activities are consistently inclusive and respectful spaces for all participants to have a free exchange of ideas. Moreover, we will work to ensure that all people who interact with CCE feel valued and acknowledged for the expertise they bring and feel safe to share their knowledge and experiences. We will be aided in promoting those principles by having both positive rules of engagement, as well as a process for reporting discriminatory or inappropriate behavior and opportunities for individuals to take accountability for any harmful actions.

The purpose of this policy is to affirm and foster a collegial environment of empathy, understanding, education, and respect between and among CCE Board Directors, Committee members, volunteers, event or meeting attendees, contractors, and employees ("CCE Partners"). We believe that articulating our values and accountabilities to one another reinforces respect, encourages candor and free expression, and provides us with clear avenues to correct our culture should it stray.

Meeting Norms and Expected Engagement

Participants at all CCE activities should:

- Treat others with dignity and respect at all times.
 - *Be intentional about respect, consideration, and professionalism in your speech and actions to help maintain the environment we aim to create and prevent unintentional harm.*
- Be active listeners.
 - *Pay attention to verbal and non-verbal communication and try to fully understand meaning. Active listening can help reduce conflict even in moments of disagreement.*
- Step up and step back.
 - *Avoid interrupting others and monitor your level of participation by balancing speaking and listening. Be aware if you're dominating the conversation, and invite others in to share the conversational space.*
- Respect diversity, including communication differences.
 - *Make room for a diversity of voices in group discussions, on panels, and the like. Welcome all voices, regardless of whether they participate by video, audio, or other means. Facilitators may invite discussion but will be sensitive not to pressure those who have not communicated to do so.*
- Handle disagreement constructively.
 - *Be open to others' ideas and build on them where you can. There may be times when you want or need to challenge what another participant is saying. In these*

cases, please try to be clear you are challenging the view, not the person. It is important to not shut anyone down, and instead view the moment as a chance to learn new viewpoints.

- Own their impact rather than defending their intentions.
 - *Be open-minded and listen when given constructive feedback regarding others' perception of your conduct. Be considerate in your comments and be open to feedback. If you are asked to stop engaging in a particular behavior or line of commentary, please respect the boundary that has been requested.*

At the same time as we seek to foster allyship and a collaborative environment, CCE is committed to preventing harmful expressions of discrimination, racism, and cultural insensitivity in our work, our workplace, and in other organizational activities and gatherings. CCE prohibits all forms of discrimination, harassment, bullying, and unfair treatment by CCE Partners, including on the basis of race, color, religion, age, sex, national origin or ancestry, marital status, sexual orientation, gender identity or expression, genetic information, veteran status, disability, personal appearance, family responsibilities, matriculation, political affiliation, status as a victim of domestic violence, a sexual offense or stalking, or any other characteristic protected under law (“Protected Category”), on CCE premises, during CCE activities, or while representing the organization.

Inappropriate or harmful conduct may take different forms. Some are relatively clear-cut, including oral or written statements (e.g., epithets, derogatory statements, slurs, offensive jokes, innuendo); physical conduct (e.g., assault, unwelcome touching, physical interference with normal work or involvement, invading others’ personal space); and visual conduct (e.g., offensive images, displays, gestures) based on any of the protected categories listed above. Additionally, microaggressions or more subtle words or acts of racism, cultural insensitivity, prejudice, or discrimination, can be harmful, even if said or done without the intent to be, or realization that they were, offensive or demeaning. *See Appendix A for common examples of microaggressions and other potentially harmful behavior.*

Mitigating Unproductive or Unacceptable Behavior

When there is unwelcome or inappropriate behavior at a CCE activity, all participants, but particularly those in a leadership role or those with relative privilege in a given space, should seek to mitigate any harm and return the discussion to its most productive potential in real time. Those from marginalized groups or identities should not bear the primary burden of addressing unwelcome behavior, especially if they do not feel safe to do so.

Violations of these guidelines can result in being asked to leave a CCE activity, either temporarily or for the duration of the event by the person chairing that activity or by the Executive Director.

APPENDIX A

Examples of Microaggressions

1. Cultural assumptions that demean minorities and the inverse, expressing surprise when acknowledging positive aspects of a person belonging to a Protected Category or marginalized group, e.g.:
 - “You are so articulate.”
 - “I’m surprised you speak so well.”
 - Asking an Asian person to help with a math or science problem.
2. Making assumptions about individuals based on their appearance (e.g., meeting with two people representing another organization and assuming that the White person or the male is the senior of the two).
3. Dismissing the words or views of a person belonging to a Protected Category, engaging in put-downs or insults, even in the context of a debate or discussion.
4. Ignoring suggestions or comments made by people of color or women.
5. Assuming minority individuals are in junior or service positions.
6. Suggestions of “foreignness,” e.g.:
 - “That’s an interesting name, where are you from?”
 - “You’re so interesting looking, what’s your background?”
 - “Your name is so hard to pronounce.”
7. Unproductive and defensive reactions if challenged by a minority individual, e.g.:
 - “When I look at you, I don’t see color.”
 - “Why are you so sensitive?”
 - “Lighten up, it was just a joke.”
 - Telling a black person to “calm down.”
 - “Why are you always so argumentative?”
8. Assuming automatic comradery based on minority characteristics, e.g.:
 - “Oh, you’re gay? You should meet my friend Ann. She’s gay, too!”
9. Making offensive statements based on stereotypical assumptions, e.g.:
 - “Are you an intern? You look so young!”
 - “Is that your real hair?”