

## **Sandwich for All Group Norms**

(Adopted 4/1/21; adapted from The Kaleidoscope Institute)

### **Communicate with RESPECT:**

R = take RESPONSIBILITY for what you say and feel

E = use EMPATHETIC listening

S = be SENSITIVE to differences in communication styles

P = PONDER what you hear and feel before you speak

E = EXAMINE your own assumptions and perceptions

C = keep CONFIDENTIALITY (share stories only, without identifying info about the speaker)

T = TRUST ambiguity. It's not about right or wrong but about creating positive change.

### **Be intentional about your SHARING:**

- If it's generally easy for you to speak up, consider sometimes holding back in group conversations.
- If it's generally hard for you to speak up, consider sometimes making a concerted effort to be heard.

### **Additional guidelines for group conversations:**

- We will begin and end our meetings on time, unless there is consensus to extend.
- Raise your hand in view of camera when you want to speak.
- Honor the order of raised hands rather than jumping in when someone else's hand is raised.
- To express a hurt or negative reaction, say "ouch." You can choose to explain immediately, or later in the conversation.
- Request a "time out" when needed, to allow time for processing individually (on paper or in silence).
- Help Sandwich for All create BRAVE/SAFE space: a place for hard conversation as well as celebration; a place where all voices are heard and respected as we work for change.

**Group norms help ensure a respectful environment. Members are asked to commit to these communication principles.**