

## CARE “Brave Space” Community Agreements

To maintain a “Brave Space” where everyone can learn and grow, CARE members are asked to help co-create, develop, and adhere to the following “Community Agreements” for discussion...

### Contributions from Erin Jones (Training)...

- Stay engaged
- No fixing
- Take Risks
- Experience Discomfort
- Speak your truth, knowing the truth of others may be different
- Assume best intent, although *when* your words hurt someone, *own that* and apologize; don't get defensive
- Show grace for yourself and others
- Need to be able to trust each other
- No judgement

### Contributions from CARE organizers...

- **Respect** - being respectful to everyone is a requirement.
- **Confidentiality** - when sharing examples or situations you would like to discuss always use the phrase “A friend of mine once . . .” (it doesn't matter if the situation is about you or someone you know) we will not use actual names (Take the lesson, leave the story).
- **I Am Statements** - use “I am thinking/feeling/hearing...” statements when you are experiencing discomfort or need clarification.
- **Ask Questions** -- There are no dumb questions if you are seeking to learn & understand.
- **Gain Perspective** -- Seek first to understand, then to be understood, Complicate your perspective.
- **Avoid Gossip** - Stories are not yours to share.
- **Calling People In** – Not calling people out, owning if you've made a mistake and continue to stay engaged.

### Things to Keep in Mind...

- **Public Records Requests (PRRs)**  
As City employees, please remember that PRRs (Public Records Requests) still apply to CARE meetings. This means that anything that is written or recorded could be made public. CARE organizers will not record any meetings.

- **HR Reporting Requirements**

**Please be mindful when discussing current workplace issues.** If any City staff, teams, or departments are identified and if there is any allegation of violating City policy (discrimination, personnel, etc.) then it must be reported to HR (Human Resources).

- HR Staff (examples: Michael and Gina) and City Managers have a duty to report any allegations of violating City policy and may require further investigation.
- **If CARE members have specific concerns**, they can address these issues directly with HR Managers: Teri Smith (Director), Natalie Winecka (Deputy Director), or Brent Ashbaugh (Labor Manager).

### **Contributions from CARE Members...**

- The invitation is always open to add, modify, or clarify community agreements moving forward.
- Share equal air time.