

Futures is meant to serve as a support network for individuals asking difficult questions, and who are seeking a safer space to think, discuss, and work. Our goal is to build a community around values of solidarity, generosity, and collaboration. We are a diverse group, with people from various backgrounds and cultures, and we hope to work *through* and *across* our differences, becoming enriched by our differences. We are committed to building a positive, safe and healthy environment in which everyone is respected and heard. We expect that everybody will act in a spirit of collaboration and friendship—that is, we are all responsible and dedicated to making the space comfortable, welcoming, and supportive. Our care guidelines is a structure to help us achieve just that.

 **Our Care Guidelines**

1. Engage in active listening

Active listening comprises both a desire to comprehend as well as to offer support and empathy to the speaker. During sessions, when other participants are sharing their research, concentrate on what is being said with all of your senses and give your full attention to the person speaking. Please withhold judgement, and instead try to understand where the other is coming from.

2. Be sensitive to the differences within us

We are a very diverse group of people. With that in mind, pay attention to avoid assumptions of similarities, that is, the tendency to think that how one behaves or acts is the universally accepted rule. Be aware that several of your ideas or concepts about design, society, or politics are always located in your own cultural upbringing/context. Never assume anything about anyone else's gender, racial, religious or sexual identity in the group, and acknowledge your own ignorance when it's the case. Always state your pronouns and ask for pronouns.

3. Be generous with your feedback

Sometimes the best feedback comes in the form of engaged questions, stemming from our genuine curiosity. Meaning, feedback is not about judgment or validation, but about offering a different perspective to your peer's project. Keep it constructive and honest, that is, supportive and thoughtful. Be mindful that everyone gets a say in conversations without being interrupted or talked over. Be patient and supportive, know that each person is unique, and each has their own way of expressing themselves. Please refrain from showing off your knowledge.

4. Be considerate in your language use

When messaging online, meaning and tone can often get misinterpreted, so we ask that you start from a place of friendship and assume others are doing so as well. Any behavior or language which is unwelcoming—whether or not it rises to the level of harassment—can hurt someone. Beware of impostor syndrome (believing that you don't deserve to be here) and blowhard syndrome (believing you can do no wrong).

5. Consider your linguistic privilege

We communicate mostly in English, even though English rarely is the first language of community members. Native English speakers should therefore be aware of their privilege and remain sensitive to

how they exercise power through words. We see translation and interpretation as a political work of carrying ideas across cultural and linguistic boundaries. Even though words are often unique and do not have direct equivalents across languages, the laborious, time-consuming, and often imperfect, work of translation and interpretation allows us to come closer to each other.

6. Be supportive of your co-participants, both proactively and responsively

Offer to help if you see someone struggling or otherwise in need of assistance (taking care not to be patronizing or disrespectful).

7. Avoid any form of exclusionary behavior

Much of it takes the form of every day—subtle put-downs which may be unconsciously delivered, which regardless of intent, have a significant negative impact on victims. The same goes for tone policing, or responding negatively to the emotion behind a person's message while ignoring its content (telling someone who is discussing an issue that makes them upset to "calm down" instead of responding to their concerns is an example of tone policing).

8. Respecting our privacy

While the existence of our online communities are not private, all conversations that happen in the groups *are* private and not to be shared without explicit permission of all parties involved. Sharing screenshots or other identifying information from the group is not acceptable without explicit permission of all parties involved.

9. No shitposting and no trolling

That is, no posting aggressively, ironically, and of trollishly poor quality posts or content to the online forum. Don't be intentionally inflammatory. Troll-like behaviour is prohibited and is generally not cool.

10. No racism, transmisia, sexism, homomisia, ableism

We will NOT tolerate sexist, racist, homo/bi- or transmic, anti-Islam, antisemitic or otherwise hateful and discriminatory rhetoric. We should hold each other accountable and be able to move on, when appropriate. Belligerence in response to being called out or repeat offences will result in the exclusion from our various spaces, including our Slack.

11. No harassment and abuse of any kind

Harassment includes, but is not limited to: violent threats or language directed against another person, comments disparaging anyone based on gender, gender identity and expression, sexual orientation, disability, physical appearance, body side, race, age or religion, posting sexual or violent imagery, deliberate intimidation, stalking, or following, harassing photography or recording (screenshots), inappropriate physical contact, unwelcome sexual attention, advocating for, or encouraging, any of the aforementioned behavior, as well as repeated harassment of others. In general, if someone asks you to stop, then stop. Abuse is: Disrespect for your views on identity, implied or enacted harm on your mental and physical self, or trolling, misdirection, and disrespectful use of resources and access. If you feel unsafe or uncomfortable, please reach out to us immediately.

Committing to improvement

None of us are perfect: It's expected that all of us, regardless of our backgrounds, will from time to time fail to live up to what we strive for. What matters is owning up to our mistakes, saying sorry, and making a clear and persistent effort to improve. If someone calls you out, refrain from being defensive; remember that if someone approaches you, it likely took a great deal of courage for them to do so. The best way to respect that courage is to acknowledge your mistake, apologize, and move on with a commitment to do better.

Taking action

If you feel like someone is harassing you, we ask that you first ask the offending member to stop. Members asked to stop any harassing behaviour are expected to comply immediately. If you don't have the strength to confront the offending member, if the offending member does not comply, or if the harassment and its effects continue in any way, please bring it to the attention of the Futuress team

(admin). If a member engages in harassing behavior, admins have the right to take any actions necessary to keep the Slack group and Futuress a welcoming environment for all members.

Slack etiquette

1. Manage your notifications! Slack can become quickly overwhelming without proper notification management. We'd recommend turning off notifications for all but your own name, a few channels, and specific words or terms of interest to you (to do this, open Slack, click on team name, then "Preferences" and "Manage").
2. Avoid @channel or @here in #general or any other channels with 10+ people. Ask yourself:
 - a. Is this message important to everyone in this channel?
 - b. Would this message wake anyone up? Please consider time zones, time of day, etc
3. Use threads for triggering or sensitive content: We want to create an environment where we can thoughtfully discuss difficult topics and experiences, but we also don't want to subject members to reading content that can be damaging or traumatic for them, if they are not ready. We strongly recommend formatting a message with "Trigger warning/TW/Content warning/CW: topic" and then continue the conversation in a thread below.

Accessibility Guidelines

Whenever you make a presentation using a visual aid, please:

- Use high contrast for your slides;
- Make sure that the font you are using is highly legible;
- Describe what is on your slides: Are there images, how do they look? Are there graphs? Imagine that you are telling someone about the content of your slides over the phone;
- Provide captions for any videos included in your presentation;
- Use transcripts for audio;

Be good to others. Use your best judgement.

When in doubt, ask the Futuress team.

