

SAMPLE WORKING AGREEMENTS

Working agreements are principles and guidelines intended to help the members of a group behave with each other with the same sensitivity, accountability, and collaborative spirit they desire in the humane, equitable, democratic communities they are trying to build. Do these groundrules cover everything you need, or should anything be added?

ASK FOR WHATEVER YOU NEED

There are no stupid questions; everyone is free to ask for information, clarification, consideration whenever needed. Everyone is free to ask for help when needed.

MAKE ROOM FOR EVERYONE

Make sure everyone is able to contribute by being mindful of how much space you are taking and by inviting others to share their perspectives.

Avoid interrupting: allow each person to speak and wait until you are recognized to take your turn.

KEEP TO AGREED-UPON TIMEFRAMES

Whether for a workday or a meeting, arrive on time and stay till the end. The agenda for our meetings include time allocations for specific items. If it's necessary to extend the time for a particular session, ask permission from the group.

RESPECT PERSPECTIVES

This is a diverse group comprising individuals who see things in different ways. We agree to do our best to see issues from multiple perspectives rather than holding fixed positions. We agree to see everyone here as an ally and to value all input, treating everyone with equal respect.

HOLD VISION

While we work with many specific details, we agree to stay in touch with our vision and do our best to keep the big picture also in mind.

COMMUNICATE DIRECTLY

If issues arise between us in the course of the day, we agree to communicate directly or use the power of the group to constructively raise and resolve them.

RESPECT CONFIDENTIALITY

To maintain a culture of safety and openness for our work together, none of us will share beyond this group sensitive personal information that was disclosed, or quote each other's contributions to sensitive discussions directly by name or other identifier without express prior permission.

AVOID DISRUPTION

Restrict use of cellphones, computers, tablets and other devices that enable texting or email to breaks in our time together.

SPEAK MINDFULLY

Avoid actions or speech that discriminate against or insult any group on account of gender, nationality, ethnicity, religion, orientation, ability, race, or other characteristics. Use the terminology people request to characterize them.

MAKE AND ABIDE BY NEEDED POLICIES

Before our work together begins, we'll talk about critical issues such as the following, arriving at written agreements that will be respected by and will apply equally to everyone:

- Who will take part in artistic decisions and how will they be made?
- Who will receive public credit for this project and how?
- How will the work we produce be used and by whom?
- Who will be compensated and how?