



Group Agreement

Everyone is expected to always follow these agreements –

We will:

- Respect and listen to all members of staff; including volunteers
- Treat everyone with kindness and not be rude or disruptive
- Respect everyone, their backgrounds and their experiences
- Not share private information about others
- Understand and respect everyone has ideas, but we don't have to agree
- Listen politely, raise your hand if you wish to speak and wait for your turn
- Not use illegal drugs and alcohol before or during meetings, hubs, etc.
- Clean up and put things back after ourselves before leaving
- Turn off or mute our phone/s, unless waiting for an important call
- Respect that not everyone will want to disclose in full detail or at all

For online meetings, the same applies, plus:

- Keep mics on mute while not talking
- Find a quiet space to join the meeting, so that we are not overheard and so that confidentiality is not broken

If there is a safety concern and you believe someone is at risk of hurting themselves or others, then please speak to a member of staff in private.

If the group agreements are regularly or seriously broken by an individual, your CAPITAL Volunteer Lead or CAPITAL contact will meet with you to discuss with you about how we might be able to help sort out any problems.

If they continue to be broken, then we may ask the individual to not attend events, hubs, groups, etc; for a minimum of 2 weeks (depending on severity).

If they continue to be broken after this, then you will be asked not to attend any events, hubs or groups.