Safe Spaces

Dignity at Work

The Growth Company

A checklist of things to consider to ensure safe spaces

Environment
- make sure spaces are <u>not too cramped.</u>
- the temperature is <u>comfortable</u>.
- ensure there are clearly defined exits.
- don't assume everyone is comfortable using <u>public transport</u>.
- think about where you hold conversations, is it suitable - i.e. open office vs confidential.

Reasonable Adjustments
- plan to support biological processes, health conditions and disabilities – such as menopause, anxiety and mobility problems.
- try to accommodate existing/established working patterns.

Personal circumstances
- consider parental and caring responsibilities.
- be aware of any activities/discussions which may upset people due to a recent life event
  - i.e. bereavement, baby loss, redundancy.

Topic of conversations and expectations
- make the subjects and discussion areas relevant to all, make them inclusive.
- don't assume that everyone is comfortable speaking, or being 'name dropped' in public.
- not everyone will be OK with sharing their views in the presence of senior managers.

Religion & Beliefs
- be aware of any current <u>festivals or celebrations</u>, especially if they involve <u>food abstinence</u>.
- consider prayer times, especially for out-of-hours events.
- remember: alcohol is prohibited in some religions.

Identity, Gender & Sexuality
- use colleagues' <u>pronouns</u>.
- use <u>gender-inclusive language</u> which recognises the fluid and varied nature of gender.

Belonging at GC:
a safe and inclusive place to thrive