

**Operational Agreement
Earth Ocean & Atmospheric Science (EOAS) Pod
University of British Columbia**

1. Ground Rules

- Respect other views and identities
- Maintain an open mind
- Make no assumptions, except good intentions
- Be present and listen actively and carefully
- No judgement, be respectful and kind
- Be aware of how much space you are taking up
- No personal attacks, maintain a safer space for learning
- Come prepared
- Be brave – be truthful
- Seek different perspectives
- The goal is not to always agree – it is to gain a deeper understanding
- Speak from your own experience
- Do not be afraid to respectfully challenge one another by asking questions – but refrain from personal attacks
- Be understanding if someone makes a mistake
- Be committed to being uncomfortable, knowing that means growth and unlearning
- Always start the day saying something positive
- Have a moderator to keep track of who has and who hasn't had a chance to speak
- Don't be afraid to ask if you don't understand
- Maintain a growth mindset
- Come into the space acknowledging that the conversation may be hard and may be painful and accept that will affect both yourself and others.
- Be conscious of body language and nonverbal responses – they can be as disrespectful as words
- Confidentiality – share what's learned but not identities

Making Decisions as a Group by Consensus when possible

Pod Member Roles and Responsibilities

1. Scheduling meetings – leaders for the session will send out a doodle according to what works for their schedule
2. Pod leader will take attendance at meetings
3. Will assign a note taker for each session

4. Bean will upload deliverables to URGE website
5. Bean will contact Dept. head to set up meeting during reading week (week of Feb. 15, 2021)
6. Session leaders will bring draft of deliverable to meetings that the group will work on during and after the session
7. Will communicate on our Slack space as well as by email