

Group Guidelines and Responsibilities



The goal of these Group Guidelines and Responsibilities is to establish a respectful and safe environment for all people working with PAN. PAN will strive to do our best to create a culturally safe environment and we are humbly committed to improving our competence in doing so. These Guidelines follow from PAN's Principles, *Values and Approaches*.



We invite you to read these Group Guidelines and Responsibilities and join us in making PAN-hosted work a comfortable and encouraging environment for everyone involved. These apply to everyone who takes part in PAN events, including all face-to-face and virtual trainings, workshops, meetings as well as PAN-hosted project work.

If there are points you don't understand, please let PAN staff know so we can support you.

Our first responsibility is to each other

Responsibility to each other means acting honestly and respectfully in all interactions with other participants and colleagues, and in the public.

We ask that no media or social media be published that violates these Guidelines, *particularly photos*, to protect the privacy of participants. If you have questions about whether the material you wish to share might violate these Guidelines, please check in with a PAN staff member.

1

Uphold PAN's Principles and act with integrity, honesty and respect with all members of our communities. No participant may coerce or harass other PAN participants, colleagues, or the public.

2

Promote an environment that is safe physically, emotionally and mentally. We will not ignore or tolerate verbal, physical, or psychological harassment, including sexual harassment. PAN participants will not exploit any relationship for personal or financial gain.

3

Accurately represent their personal and/or professional experiences, education, skills and professional affiliations as appropriate to the event.

4

Act with integrity, honesty and respect with members of the public in the communit(ies) hosting PAN events.

5

Respect the confidentiality and privacy of participants and colleagues including:

- Avoid naming (or identifying someone through descriptive details) or sharing information about another PAN participant.
- Avoid naming (or identifying, as detailed above) or sharing information about clients, former clients, or clients' family members.
- Avoid naming, identifying, or sharing information about people at events and following events (except when specifically advised to do so by law).
- In some situations, the content of discussions may be confidential, and event coordinators will advise if the information discussed at events may *or may not* be shared after the event. If you are not sure if you are allowed to share information check with a PAN staff member before doing so.
- Don't post or share any identifying information or photos on social media that violates these Guidelines. This especially applies to photos to protect the privacy of participants and participant names. If you have questions about whether the content you wish to share might violate these Guidelines, please check in with a PAN staff member before sharing.
- PAN takes care to produce recordings and/or reports from meetings to make sure information is presented in context and that people's personal information or photos are only used with consent. As such, please do not take screen captures or photos during virtual events.

6

There may be disagreements. Participants come from diverse backgrounds and may not agree with one another on all issues. All discussions will be based on mutual respect and courtesy to listen without prejudice.

Our Second Responsibility is to PAN

In order to ensure a healthy, collaborative and effective network for communication, education, mutual support, collective advocacy and action for HIV and hepatitis C related issues, PAN participants will be responsible for their behaviours, as outlined here.

1

Be present to honour the territorial acknowledgments and participate in reconciliation efforts with Indigenous peoples that are part of PAN programming.

2

Take care of ourselves at meetings (i.e. move around, take a break, leave the room if need be).

3

Act and speak in ways that aim to reduce the stigma and harms associated with HIV, hepatitis C, racism and colonialism, drug use, and related issues that affect health.

4 Participate, share, and engage and leave room for others to share and engage.

5 Be responsible for conduct within community and professional activities that supports the promotion of dignity, health and wellness of all people.

6 Not be involved in or ignore conflicts of interest. *PAN participants will distinguish between action undertaken as private citizens and actions undertaken in the course of their employment and/or participation in PAN functions.* “Conflict of Interest” includes, but not limited to:

- Participants taking action as if they are a representative of PAN when this action creates a benefit to the participant as a private citizen;
- Using information received from participants to acquire, directly or indirectly, an advantage or material benefit.

Failure to act within Group Guidelines and Responsibilities

A failure to act within these Guidelines may lead to:

1. Being asked to stop what you are doing
2. Being asked to leave the program, conference, training, workshop, etc. that you’re taking part in
3. Denial of application, scholarship or financial support for future PAN programs and events

If You Have a Concern or Complaint

If you have a concern or complaint that these Group Guidelines and Responsibilities aren’t being followed, please approach a PAN staff person for help. We will document all cases; in most cases we will ask you to complete a Critical Incident Report. We will also follow up with individuals as required.

If your concern involves a PAN staff member, please contact the Executive Director and/or a Board Co-Chair.

paninbc.ca/contact

Signature of Staff Member/Volunteer/Contractor

Date

Approved by PAN Board June 2020

