

# Liana Comfortable Space Principles

(Approved by Liana board, 21.8.2024)

These principles are followed in all Liana activities and interactions between Liana members, those contributing to Liana activities and beneficiaries. They enable a **comfortable** environment, free from fear of each other and free from fear of embarrassment and hurt, **where everyone can realise their fullest potential.**

**Treat others as you would have them treat you. However, do not generalise your preferences and experience and assume they apply to others. Find out by asking.** Note that each of us is an individual and sometimes very different.

**Avoid making assumptions about others** (e.g. about values, intentions, socioeconomic background, sexuality, health, ability to function). **Find out in a sensitive manner if needed, but respect privacy.** We constantly make assumptions about other people based on our impressions and perceptions. Try to be aware of yours and control them.

**Respect other people's physical, mental, and emotional personal space.** Remember that we cannot know the boundaries of someone without asking from them. When necessary, **ask for space for yourself as well.**

**Be open, listen, give space** for another person's views without prior prejudices. **Ask for** openness, space, and to be listened to also for yourself.

**Fearlessly ask questions and create space for others to grow and learn.** Making mistakes and asking questions are integral to learning and personal development.

**Do not use aggressive addresses or expressions** towards other people, not to those present or those absent.

**Do not reproduce insulting expressions, jokes or stereotypes** in your speech, actions, or behaviour. Use language that does not exclude anyone.

**Do not degrade or embarrass anyone by commenting about their appearance.**

**Do not harass anyone verbally, by body language, by touching or by staring.** Stop or change your behaviour if another person so requests.

**Give and accept appropriate and constructive feedback on behaviour.** If someone provides you feedback about your behaviour, listen to the person giving the feedback. Have an open approach towards the feedback you receive and aim at considering the feedback in the future.

**If you witness any offensive behaviour, do not remain silent, but intervene immediately and report the behaviour to an assigned Comfortable Space Contact person, and/or online at <https://www.liana-ry.org/whistleblowing/>.**