

TCA Respectful Engagement Guidelines

The Transforming Climate Action (TCA) program aims to create safer, accountable, and inclusive spaces in meetings, events, and conferences where participants feel comfortable expressing and bringing their authentic selves without fear of judgment or reprisal. An equitable and accountable environment is only possible when every participant commits to respectful dialogue.

To clarify our shared expectations for respectful engagement in all TCA events and meetings, we invite all members of the TCA community to commit to these guidelines.

1. *Be Kind to Yourself and Others*

- Respect your own limits and be attentive to your needs.
- Be considerate of others' boundaries and respect their needs.

2. *Foster Equitable and Fair Participation*

- Ensure that all participants have equitable opportunities to speak and contribute.
- Be mindful of whose voices are being heard and make space for those who are less vocal.

3. *Use Respectful and Non-Discriminatory Language*

- Use language that is inclusive, accessible, respectful, and free from discrimination, or stereotypes.
- Be mindful of people's names and pronouns and use them correctly.
- Avoid sexist, racist, transphobic, homophobic, ableist, xenophobic, fatphobic, or otherwise exclusionary jokes or remarks.
- Refrain from interrupting, engaging in side conversations, or making dismissive comments.

4. *Practice Accountability and Intentionality*

- Be mindful of your words and actions. If something you say or do hurts someone, listen to the person affected, offer a sincere apology, and commit to learning from the experience to avoid repeating the same action.
- Be mindful of microaggressions; and recognize that even unintended actions can cause harm or contribute to a negative environment.
- Recognize that the intent behind your words or actions does not automatically prevent harm or erase their impact; be mindful of how they affect others.

5. *Maintain Confidentiality and Care*

- Respect the privacy of discussions, especially when sensitive topics arise.
- Share ideas, not identities—unless given explicit consent.