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This document was prepared for use by members of the UVic faculty and staff in support of our work to

- Work to increase **trust** by addressing reality and perceptions of discrimination
- Respect **context**: acknowledge and give space for impacts from individual and collective events

- Create barrier-free environments (implement **universal design**)
- Be **flexible**, providing options at the start and adjusting as you go
- Be **transparent** about what you know, sharing information and your reasons for decisions
- Ask about, **listen** to, and **show respect** for people's experiences and needs
- Respect **privacy** (don't ask too much or demand sharing) and provide information and practices to facilitate **confidentiality** and online security
- **Accept** that sometimes things will be **awkward** online. Normalize acceptance of this

- Address power and minimize imbalances: Include personal check-ins as well as business-related check-ins. Use the informality of being home to personalize and create connections (watching professional boundaries). Ensure all sharing is optional.