



WOODS HOLE
OCEANOGRAPHIC
INSTITUTION

Our Ocean. Our Planet. Our Future.

Respectful Conversation Guidelines

Welcome to the Woods Hole Oceanographic Institution! We strive to create an equitable, diverse, and inclusive working environment for all in our community. We reject all exclusionary behavior and bias.

As a member of our community, when engaged in conversation whether it is in a formal meeting or a more informal setting, we ask you to follow our **Norms for Respectful Conversation**:

- Focus on ideas, using “I” statements, and respecting everyone’s time;
- Encourage all voices to be heard;
- Respect all ideas as they are presented and if there are differences of opinion that cannot be resolved, agree to disagree;
- Avoid hostile tones, passive/aggressive comments and behaviors, and directed personal comments;
- Encourage anyone to speak out if statements make them feel uncomfortable or are offensive in some way;
- Keep any personal details discussed confidential;

- At all times be self-aware and promote engagement in positive and supportive behaviors; and encourage active bystander intervention when these norms are not followed.