

# SENSE Code of Conduct



*To foster a community of respect and cooperation, all members of*

*SENSE are responsible for ensuring that their communication is supportive and respectful.*

We look for ways to build feelings of trust, safety, and well-being within SENSE. We respect each other by listening carefully and empathically in order to understand different perspectives. It is important to take each other's idiosyncrasies into account and to communicate any differences of opinion in an open and respectful way. We respond resiliently and collaboratively to each other's ideas, opinions, and feedback. We offer constructive feedback. We communicate online and in person civilly and with respect. We extend common courtesies.

In SENSE we empower, trust, and help each other to do the job we have each been appointed to do. We acknowledge accomplishments and make sure that everyone is recognized for their contributions. We foster innovation by seeking, giving, and receiving creative input from one another. Constructive critique is encouraged, always in the interests of SENSE as a whole.

Even as we work to collaborate, we respect each other's boundaries and differences, acknowledging and celebrating them. We protect and respect the boundaries of each other's roles, our email exchanges and conversations, our work and personal lives, our holidays, as well as the differences in our preferences, abilities, time constraints, comfort zones, and identities. In particular, we do not correct or edit our colleagues' written work unless we are expressly requested or hired to do so. Unsolicited correction of a fellow language professional's work is considered to be a breach of the SENSE code of conduct. We treat each other equally, irrespective of nationality, gender, racial or ethnic origin, religion or beliefs, ability, age, or sexual orientation.

We look for ways to build cooperation and resolve conflicts with each other through problem solving, open dialogue, and finding common interests. We resist the urge to vent frustration or anger by managing ourselves, not each other.

We demonstrate the highest level of integrity and accountability by being 100% honest and keeping our commitments to each other to the best of our ability. We have an open culture in which we celebrate success and learn from mistakes. Defensiveness and finger-pointing prevents clear, collaborative communication. We endeavour to make each other smile.