



## Group Guidelines for Program Participation and Safety

Welcome! You are about to participate in a Mission Community Skills Centre Society program. This document outlines the guidelines and participant responsibilities that apply to all our programs. These guidelines are designed to create a safe, inclusive, and supportive environment for everyone involved. Please read them carefully and adhere to them throughout your participation. Your commitment to these principles is essential for your success and the success of the community as a whole.

### Virtual Group Guidelines

To ensure a supportive, inclusive, and productive environment for everyone, please review and adhere to the following guidelines regarding virtual settings:

#### 1. Participation and Engagement

- 1.1. **Be Present:** Attend all scheduled sessions on time. If you anticipate being late or absent, please inform your facilitator in advance.
- 1.2. **Active Participation:** Engage fully in discussions, activities, and exercises. Your insights enrich everyone's learning experience.

#### 2. Respectful Communication

- 2.1. **Listen Actively:** Give your full attention when others are speaking. Avoid interrupting and allow everyone the opportunity to share.
- 2.2. **Use Inclusive Language:** Speak in a way that is respectful and affirming of all identities and experiences.
- 2.3. **Share Thoughtfully:** Be considerate of others' feelings and perspectives when sharing your thoughts.

#### 3. Confidentiality

- 3.1. **Privacy Matters:** Respect the confidentiality of personal information shared during sessions. What is shared in the group stays within the group.

#### 4. Technology Etiquette

- 4.1. **Technical Preparedness:** Ensure your device is charged and your internet connection is stable before sessions.

- 4.2. **Mute When Appropriate:** Keep your microphone muted when not speaking to minimize background noise.
  - 4.3. **Video Participation:** You're encouraged to keep your video on to foster connection. If you're uncomfortable, please let your facilitator know.
  - 4.4. **Appropriate Virtual Backgrounds:** Use backgrounds that are non-distracting and appropriate for a learning environment.
5. **Environment**
- 5.1. **Minimize Distractions:** Choose a quiet, comfortable space where you can focus and participate fully.
  - 5.2. **Dress Appropriately:** Wear attire suitable for a group learning setting.
6. **Accessibility**
- 6.1. **Accommodation Needs:** If you require any accommodations to support your learning, please inform your facilitator so we can assist you.
7. **Positive and Supportive Interactions**
- 7.1. **Encourage Others:** Offer support and encouragement to fellow participants.
  - 7.2. **Constructive Feedback:** Provide feedback in a respectful and helpful manner.
8. **Zero Tolerance for Discrimination or Harassment**
- 8.1. **Inclusive Environment:** Harassment, discrimination, or disrespect based on any identity factor will not be tolerated.
9. **Appropriate Use of Technology**
- 9.1. **Responsible Usage:** Use the provided platforms for program-related activities. Refrain from sharing inappropriate content.
10. **Well-being**
- 10.1. **Self-Care:** If you need a break during sessions, feel free to step away briefly. Your well-being is important.
  - 10.2. **Seek Support:** If you're experiencing challenges, reach out to your facilitator or available support services.
11. **Feedback and Communication**
- 11.1. **Open Dialogue:** Share any concerns or suggestions with your facilitator. Your feedback helps improve the learning experience.
12. **Emergency Procedures**
- 12.1. **Technical Issues:** If you experience technical difficulties, try to reconnect. If issues persist, contact your facilitator for assistance.

## In-Person Group Guidelines

To foster a safe, inclusive, and productive environment for everyone, please review and adhere to the following guidelines regarding in-person settings:

### 13. Attendance and Punctuality

- 13.1. **Be On Time:** Attend all scheduled sessions and arrive promptly. If you'll be late or absent, please inform your facilitator in advance.
- 13.2. **Commit to Participation:** Engage actively in all sessions, activities, and discussions.

### 14. Respectful Communication

- 14.1. **Active Listening:** Give full attention when others are speaking. Avoid interrupting and allow everyone the chance to share.
- 14.2. **Use Inclusive Language:** Speak in a way that is respectful and affirming of all identities and experiences.
- 14.3. **Considerate Sharing:** Be mindful of others' feelings and perspectives when expressing your thoughts.

### 15. Confidentiality

- 15.1. **Privacy Matters:** Respect the confidentiality of personal information shared during sessions. What is shared in the group stays within the group.

### 16. Environment and Facilities

- 16.1. **Respect the Space:** Keep the learning area clean and tidy. Dispose of trash properly and leave the space as you found it.
- 16.2. **Accessibility:** Be mindful of others' physical space and needs. Do not block doorways or access routes.
- 16.3. **Personal Belongings:** Manage your items responsibly to maintain a safe environment.

### 17. Dress Code and Personal Presentation

- 17.1. **Appropriate Attire:** Wear clothing suitable for a group learning environment.
- 17.2. **Personal Hygiene:** Maintain a level of personal hygiene that is respectful to others.

### 18. Technology Etiquette

- 18.1. **Mobile Devices:** Set devices to silent during sessions. Use them only when necessary and without disrupting others.
- 18.2. **Assistive Technology:** Feel free to use any assistive devices you require. Inform your facilitator if accommodations are needed.

### 19. Health and Safety

- 19.1. **Well-being:** If you feel unwell, inform your facilitator and take care of yourself.

- 19.2. **Emergency Procedures:** Familiarize yourself with emergency exits and procedures. Follow facilitator instructions during emergencies.

## 20. Inclusive and Supportive Interactions

- 20.1. **Encourage Others:** Offer support and encouragement to fellow participants.
- 20.2. **Constructive Feedback:** Provide feedback respectfully and constructively.

## 21. Zero Tolerance for Discrimination or Harassment

- 21.1. **Inclusive Environment:** Harassment, discrimination, or disrespect based on any identity factor will not be tolerated.

## 22. Substance Policy

- 22.1. **Substance-Free Space:** The use of alcohol, drugs, or impairing substances during sessions is prohibited.

## 23. Safety and Conduct

- 23.1. **Physical Safety:** Refrain from behaviors that could harm yourself or others.
- 23.2. **Respect Property:** Treat facilities and equipment with care. Report damages or issues to the facilitator.

## 24. Food and Beverages

- 24.1. **Eating and Drinking:** Beverages in closed containers are allowed. Consume food during breaks and in designated areas.
- 24.2. **Allergies:** Be mindful of common allergens and avoid bringing them if notified.

## 25. Participation Etiquette

- 25.1. **Engagement:** Participate fully in activities and discussions; your contributions are valuable.
- 25.2. **Self-Care:** If you need to take a break, feel free to step out. Notify your facilitator if you need support.

## 26. Feedback and Communication

- 26.1. **Open Dialogue:** Share concerns or suggestions with your facilitator. Your feedback helps improve the program.

## 27. Appropriate Use of Resources

- 27.1. **Responsible Usage:** Use provided resources and equipment responsibly. Avoid accessing inappropriate content.

## Participant Responsibilities

Your journey towards employment or further education is a collaborative effort. While we are here to support and guide you, your success ultimately depends on your commitment and active participation. The following guidelines outline your responsibilities to help you make the most of this program:

### 28. Active Engagement and Ownership

- 28.1. **Embrace Your Agency:** Recognize that your future opportunities—be it employment or education—are secured through your own efforts. We are here to support, but you are the driver of your success.
- 28.2. **Proactive Participation:** Actively engage in job searches, educational research, and program activities. Your sincere involvement enriches your experience and moves you closer to your goals.
- 28.3. **Open-Mindedness:** Approach all sessions with a willingness to learn and challenge your current thinking. An open mind paves the way for personal and professional growth.

### 29. Communication and Collaboration

- 29.1. **Stay Connected:** It's important that we can maintain contact with you. Choose your preferred method of communication (email, phone, WhatsApp, text messaging) and ensure you check and respond to messages within 24 to 48 hours.
- 29.2. **Honest Dialogue:** Provide truthful and accurate information during assessments and coaching sessions. This ensures we can offer the most effective support tailored to your needs.
- 29.3. **Seek Support:** If you require accommodations or face challenges, please discuss them with us. We're committed to providing support within our scope and resources to help you succeed.

### 30. Personal Responsibility

- 30.1. **Own Your Journey:** Understand that securing employment or returning to school is chiefly your responsibility. While we assist and guide, the actions you take are the key determinants of your success.
- 30.2. **Decision-Making:** The choices regarding training, job applications, and educational opportunities are yours to make. We provide information and support, but you make the final decisions that shape your path.
- 30.3. **Resourcefulness:** Take initiative in applying for jobs, researching opportunities, and utilizing resources provided by the program.

### 31. Adherence to Guidelines During Program Activities

- 31.1. **Public Representation:** When participating in program-related public activities (field trips, volunteering, work experience), adhere to the in-person guidelines outlined in the previous section. Your conduct reflects on yourself and the community.
- 31.2. **Professionalism:** Maintain a level of professionalism during all program activities. This includes respecting others, following instructions, and representing the program positively.

### 32. Commitment to Growth

- 32.1. **Continuous Learning:** Engage with the program materials and activities wholeheartedly. The more you invest in your learning, the more you will gain.
- 32.2. **Feedback and Improvement:** Welcome feedback as an opportunity for growth. Share your thoughts with facilitators to enhance your learning experience.

### 33. Responsibility for External Opportunities

- 33.1. **Ownership of External Training:** If you pursue external training or certifications, manage the logistics and commitments involved. While we support you, we are not responsible for coordinating these opportunities.
- 33.2. **Accountability:** Keep track of schedules, requirements, and any associated costs. Attend all sessions and complete any necessary follow-ups.

### 34. Timely Communication

- 34.1. **Responsiveness:** Check your preferred method of contact regularly and respond promptly to communications from program staff.
- 34.2. **Updates:** Inform us of any changes in your contact information or availability to ensure continuous support.

### 35. Self-Care and Well-Being

- 35.1. **Personal Well-Being:** Take care of your physical and mental health. A healthy mind and body are essential for achieving your goals.
- 35.2. **Balance:** Manage your time and commitments to maintain a healthy balance between program activities and personal responsibilities.

## Preferred Method of Contact

Please indicate your preferred method(s) of communication so we can stay connected effectively:

Email                       Phone                       WhatsApp                       Text Message

Please provide your preferred contact details (Phone number, email, etc.)

## Emergency Contact

In case of an emergency that prevents you from contacting the person you would want to inform of your situation, we will contact them on your behalf using the contact information you provide here.

_____ First Name	_____ Last Name
_____ Primary Phone Number	_____ Secondary Phon Number (If possible)
_____ Email Address	_____ Relationship of this person to you

Notes: Is there anything you want us to know about how to reach out to your emergency contact should it be required.

## Attestation

I have read and understood, and I agree with all of the Group Guidelines for Program Participation and Safety during my attachment to Mission Community Skills Centre Society programs.

### Participant Signature

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_  
Sign Your Name

\_\_\_\_\_  
Date

### Mission Community Skills Centre Society Representative Signature

\_\_\_\_\_  
Print Your Name

\_\_\_\_\_  
Sign Your Name

\_\_\_\_\_  
Date