

## The Art of Humane Leadership Listen, Learn, Lead

### Confidentiality agreement

1. I understand and agree that I am fully responsible for my physical, mental and emotional well-being during the round table, including my choices and decisions. I am aware that I can choose to discontinue at any time.
2. I understand that the round table does not involve the diagnosis or treatment of mental disorders as defined by the Canadian Psychiatric Association. I understand that the round table is not a substitute for counseling, psychotherapy, psychoanalysis, mental health care, or substance abuse treatment and I will not use it in place of any form of diagnosis, treatment or therapy.
3. I promise that if I am currently in therapy or otherwise under the care of a mental health professional, that I have consulted with the mental health care provider regarding the advisability of participating in the round table, and that this person is aware of my decision to proceed.
4. I understand that information will be held as confidential unless stated otherwise, in writing, except as required by law.
5. I understand that the circle is not to be used as a substitute for professional advice by legal, medical, financial, business, or other qualified professionals. I will seek independent professional guidance for legal, medical, financial, business, or other matters. I understand that all decisions in these areas are exclusively mine and I acknowledge that my decisions and my actions regarding them are my sole responsibility.

### Accountable Space Guidelines (adapted from UCLA by Elise Ahenkorah, Gwen Klassen).

1. Zoom etiquette - please have mute and video on.
2. Speak for yourself. Use "I" statements and do not share others' lived experiences.
3. Listen actively. Please use a pen and paper to record your thoughts, if necessary.
3. Be mindful of your total talk time and, if you are comfortable, speak up to add to the conversation.
4. Give everyone a chance to speak, without unnecessary pressure.
5. Give credit where it is due. If you are echoing someone's previously stated idea, give the appropriate credit.
6. Ask for clarification — to minimize assumptions or projections.
7. Words and tone matter. Be mindful of the impact of what you say, and not just your intent.

Creativity, Courage, and Compassion  
in Community



**Gwen Klassen she/her**

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