

## Operating Principles

## Procedure 06.01

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### 1.0 Purpose

This document offers some practical suggestions for behavior and interaction when conducting Outing Committee business, as well as, for day to day living.

### 2.0 General Principles

- 2.1 Listen BETTER to other points of view.
- 2.2 Assume BEST INTENTIONS versus MOTIVES in your fellow Outings Leaders – especially when you disagree with someone else's opinion.
- 2.3 Think about how your statements/messages will be RECEIVED – BEFORE you offer them.
- 2.4 Recognize that everyone – and EVERYONE'S INPUT – IS IMPORTANT and that diverse opinions are what makes “two heads better than one.”
- 2.5 Offer ALTERNATIVES not criticisms (and if you must, criticize ideas NOT people).

### 3.0 Emails

- 3.1 If you are not willing to say it to my face, don't say it in an email – courtesy and manners still matter.
- 3.2 Remember, emotions intended (or otherwise) are not readily conveyed in email: humor is frequently lost and dissatisfaction or anger intensified (in the absence of visual and auditory cues).
- 3.4 If you're not comfortable announcing it in front of a packed room of people, don't put it in an email – because it is just a few keystrokes from spreading to many, many others.
- 3.5 Things said aloud are left to memory and generally soften over time – but emails persist and can become permanent records.
- 3.6 Hitting Send initiates a conversation – one that you may no longer control, or even take part in.

### 4.0 Resources

- 4.1 SR. 2.2.6: Standards of Conduct

<http://clubhouse.sierraclub.org/administration/policies/personnel/standards-of-conduct.aspx>

#### Revision History

01 03/12/15 Original Issue