

ASM TRAVEL AND HOUSING POLICY

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1. BEDROOM SHARING POLICY

Everyone on official ASM travel who needs accommodation should be asked if they want to share a room and, if yes, with whom. For work-related trips, let the tour coordinator know if you have a strong preference for your own room, or if you are willing to share with one or more other Team Members (Everyone will have their own bed.) If you state that you have a strong preference, you will be provided your own room. If you are willing to share but have some restrictions (e.g. total number of people you share a room with, certain Team Members, certain genders, etc.), please let us know, and we will either abide by those restrictions when placing you in a room, or (if we're unable to do so), you will get your own room.

In general, Team Members should choose roommates who are in a similar job position. In many cases, this may require that some Team Members not share a room at all.

Those in a leadership position (defined as the ASM Leadership Team, for example, ASM global working group coordinators and Regional and Country Liaisons) should have their own room because of possible power differentials.

People in leadership roles should be an example to the rest of the team, and not compromise on these policies. We work in an emotionally charged environment, and our organizations are depending on leadership to make smart decisions and keep members safe and secure. Convenience and expense will continue to be driving factors during business travel, but they should never supersede the safety of Team Members.

2. SEXUAL ACTIVITY

Sexual activity should not take place in the work environment. Performing a sexual act in the presence of others or in a professional context can make the person(s) feel ashamed and open to harassment, and make others uncomfortable. It could impact the professional image of the individuals involved and the organization.

3. REPERCUSSIONS OF FAILURE TO COMPLY WITH OUR TRAVEL AND HOUSING POLICY

If an ASM team member or other party is found to be in violation of this policy, ASM will take action as it deems appropriate in the circumstances. While no policy can prescribe what should be done on every occasion because circumstances vary, actions ASM will take may include opening a dialogue, issuing a warning, a temporary suspension, mandatory training, a request for a private or public apology, joining a restorative justice circle, the rescinding of a

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fellowship (if applicable), being banned from future ASM events or other solution(s) the Designated Person(s) in consultation with Human Resources representatives find suitable.

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