

# INCLUSIVE MEETINGS

## TIP SHEET 1

# Rights & Responsibilities

## in meetings



To get along &  
have good meetings,  
we all  
should respect each other's  
**RIGHTS**



To be involved &  
participate



To have our  
abilities valued



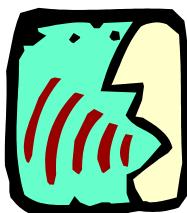
To be listened to



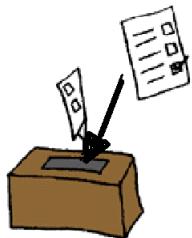
To be spoken to  
respectfully



To have a say



To vote



To feel safe



To be treated like  
an adult



To have your  
views respected





To get along  
& have good meetings,  
we all have

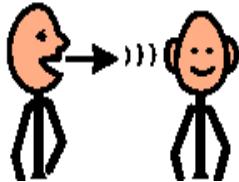
### **RESPONSIBILITIES**



To use Manners



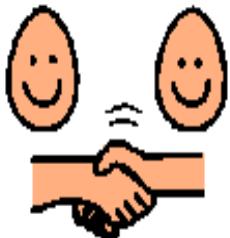
To listen to other  
people



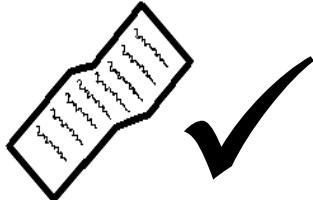
To not gossip or  
break privacy



To work as a team



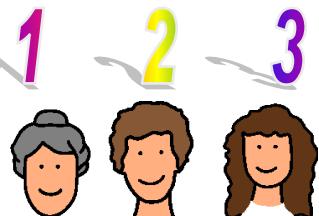
To do your job  
well



To not think only  
about yourself



To take turns at  
talking



To turn up for  
meetings



To speak on  
behalf of clients

