






Dear Voluntary Organisations,

You have the power to set up safe spaces and bring people together, be it virtually or physically. Every person should have the opportunity to feel welcome to engage in civic life, participate and share ideas. Here's a few ideas on how to create inclusive spaces:



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Recognise that racism, islamophobia, homophobia, transphobia and any other feeling of hate towards others is not inherent and may be called out.


Have a zero-tolerance policy for hate speech.

Acknowledge that being a person of colour, a member of the LGBTQI+ Community, or a member of a religious minority is only ONE way of how a person identifies themselves and experiences the world: shift focus from one single identifier and learn about the other aspects and interests of the person's life.

Be aware of the privileges you carry, be it your skin colour, access to education or nationality.

Be ready to learn from others and accept multiple perspectives.




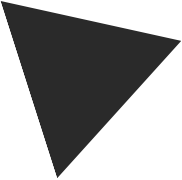


Talk about it! Not talking about the problem is part of the problem - Reach out to organisations representing minorities and set up spaces for open discussion and Q&A sessions to unlearn wrongful systemic beliefs.

Ensure that there are halal options at events when it comes to food and drinks - Muslims do not consume pork or alcohol, and some conservative Muslims also do not consume any meat that's not prepared in the halal way. Vegetarian options are the safest way to cater for such dietary requirements.

If the event takes up most of the day, be mindful of Muslim prayer times, and if possible, provide a private space for prayers.







If the event is a conference which requires the applicant to stay overnight, be aware that most Muslims would not opt to share a room with someone from the other sex, especially women who wear the hijab.

Be aware of religious celebrations, and reach out to the Muslim community during Ramadan, Eid etc. as an act of solidarity.

Attend the annual Pride March and actively participate in Pride Month events.

Organise events at locations with gender neutral bathrooms and easy accessibility.



Utilise gender neutral terms to move away from the gender binary norm: 'they/them' rather than 'he/she'

Example:

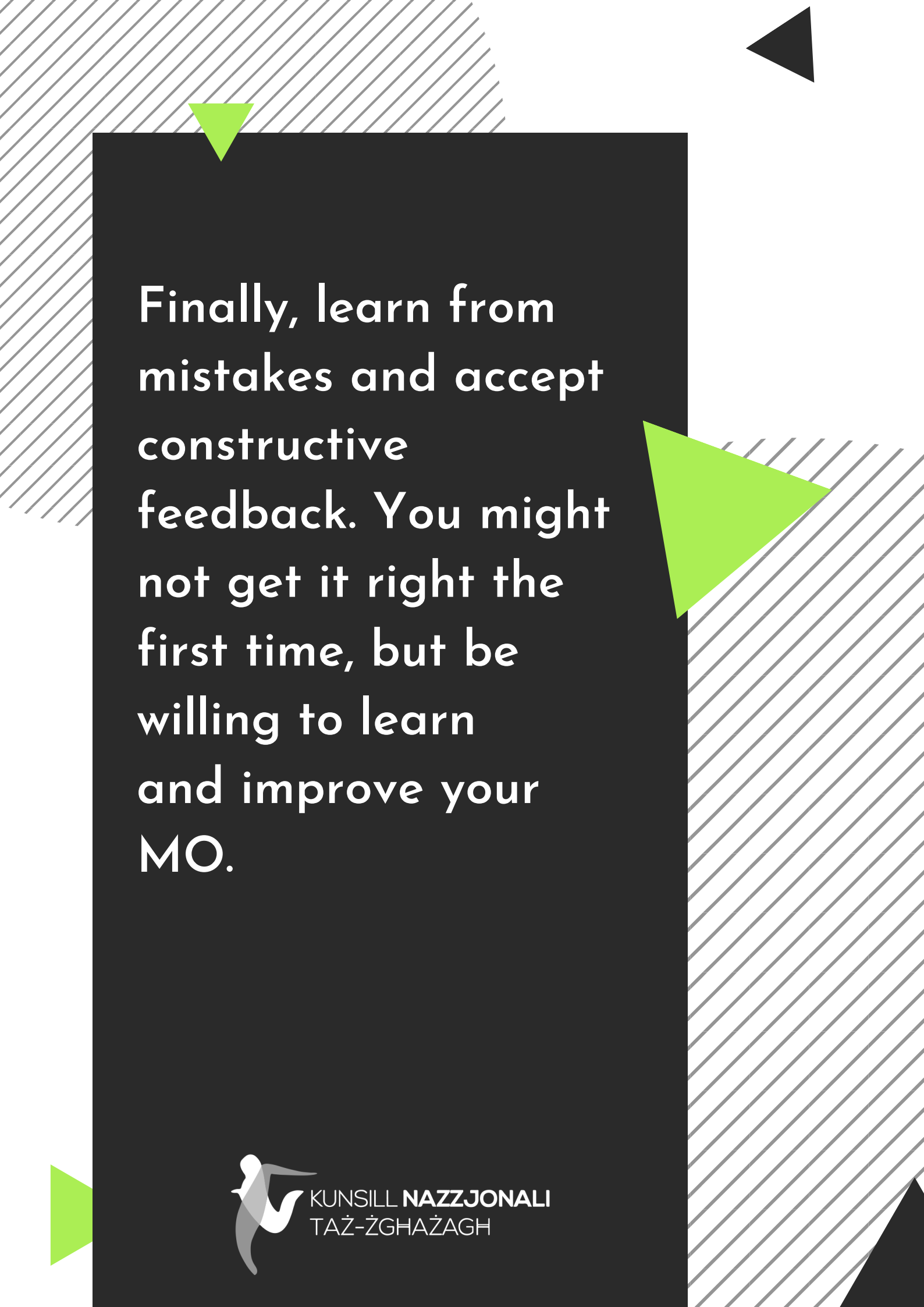
(Avoid writing) The president is responsible for the leadership of the team, *he* should...

(Write Instead) The president is responsible for the leadership of the team, *they* should...

Partner up and support businesses with a positive track record of supporting minority rights.

Always ask for permission to photograph or record content.

Assign to a member of the team the role of making sure that inclusion and diversity are considered. Creating a checklist for each event will help in ensuring that no one is left out or marginalised.



Finally, learn from mistakes and accept constructive feedback. You might not get it right the first time, but be willing to learn and improve your MO.



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