

# Supporting Staff When Your Community Is Being Targeted: Implementation Toolkit

*This toolkit exists because many organizations want to support staff during protests and moments of unrest and aren't sure where to start, or how to move beyond one-off responses.*

## HOW TO USE THIS TOOLKIT

If you're preparing ahead of time:

- Start with one policy
- Adapt the language to your context
- Put it in writing so staff don't have to guess

If you're in the middle of a crisis:

- Skip to the scripts or checklists
- Use what helps you communicate care and remove barriers
- Come back to policy work later

**A note:** These protections are employment practices, not organizational political advocacy. Legal counsel can help tailor policy language to your context.

## THREE CORE POLICIES YOU NEED

### 1. Protecting Choice

Staff participation in protests, civic action, or social movements is a personal choice.

Participation or non-participation is not tracked and does not affect performance reviews, promotions, or job security.

No one is required to explain their decision or educate others.

### 2. Civic Leave & Flexibility

Organizations can provide paid civic leave and flexible scheduling options that are:

- available to all staff (hourly and salaried)
- usable without penalty
- accessible without excessive notice requirements

### 3. Resources Without Surveillance

Share safety, legal, and mental health resources without:

- tracking who uses them
- logging access
- asking follow-up questions

## WHAT TO SAY (Scripts for Leaders)

Announcing flexibility:

“Given what's happening right now, remote work and schedule flexibility are available. Your safety matters more than anything else.”

When someone asks if they should participate:

“That’s completely up to you. Whatever you decide is fine, and it won’t affect your job.”

When someone asks for accommodation:

“Yes. Take what you need. Let me know if anything else would help.”

### **WHAT NOT TO DO**

- Don’t ask where people were
- Don’t treat protest participation as proof of commitment
- Don’t force people to process publicly
- Don’t expect normal output during crisis
- Don’t ask the same staff to carry emotional labor over and over

### **Manager Boundaries in Moments of Enforcement**

In moments of heightened fear, clarity protects everyone. Organizations may want to clarify manager responsibilities, including:

- Not allowing entry to non-public areas without proper legal documentation
- Not sharing employee records without appropriate authorization
- Directing any law enforcement requests to designated leadership or legal counsel

These boundaries reduce risk and prevent individual staff or managers from being put on the spot.

Additional scripts, checklists, and templates can be added or adapted over time.