

## Message from \_\_\_\_\_'s Accountability Pod

You are being invited to share your experiences about \_\_\_\_\_.

\_\_\_\_\_ has been told that their actions have created harm amongst people in their community. They are now in an accountability process and is actively seeking feedback from anyone who they've negatively impacted.

We are asking for first hand reports. If you know of someone who has been harmed, please encourage them to fill out this form. If they would prefer to speak to someone directly, please reach out to \_\_\_\_\_ (pod lead) at by email them at \_\_\_\_\_

This process started on xx/xx/xxxx and we estimate will last about \_\_ months.

The people reviewing your experiences will be:

### Accountability Pod

\_\_\_\_\_ (Lead) (put in email address or other way to contact)

\_\_\_\_\_ (put in email address or other way to contact)

\_\_\_\_\_ (put in email address or other way to contact)

\_\_\_\_\_ (put in email address or other way to contact)

Thank you for being willing to share your experiences with us about \_\_\_\_\_.

Your feedback is invaluable and we will hold this information in confidence. This group of people will collect this feedback, aggregate it to draw out themes, and relay that back to \_\_\_\_\_. We will completely anonymize both names as well as identifying information such as specific events or timeframes, unless otherwise indicated below.

Please contact \_\_\_\_\_ (pod lead) with any questions or concerns at \_\_\_\_\_

[Link to Accountability Feedback Form](#)

## Statement of Accountability

*What are you being held accountable for? Be specific, be detailed. Don't Justify or excuse.*

## The Plan

*Example: This plan will take place over 6 months and include soliciting feedback from everyone I've been involved with over the past three years, working with a therapist to get to root causes, attending relevant classes, and stepping back from events for the duration of my process. I will be working with an accountability pod who will be helping me by reaching out for feedback, looking at feedback provided to identify areas I need to be held accountable to, and meeting with me regularly to discuss my progress and insights.*

Accountability Pod Members:

\_\_\_\_\_ Pod Lead  
\_\_\_\_\_ Pod Member  
\_\_\_\_\_ Pod Member  
\_\_\_\_\_ Pod Member

Pod lead can be contacted at \_\_\_\_\_

Anonymous Feedback Form Link: \_\_\_\_\_  
(link to example here)

## Steps Taken To Date

*List initial steps taken so far, such as creating a feedback form, started the process of reaching out to former partners, starting therapy, etc*

## Timeline

### Phase 1: Gather Initial Feedback

Month Starting - Month Ending (example: 1-2 months)

- Solicit feedback and accounts of experiences with \_\_\_\_\_ through an anonymous form. Information from this form will be distilled and further anonymized to be presented to \_\_\_\_\_ in phase 2
- Reach out to former partners for their experiences and set up repair conversations if desired
- Make public post detailing this accountability plan as written here (provide example)

### Phase 2: Identifying Areas of Accountability

Month Starting - Month Ending

- Accounts and feedback will be assessed and distilled by the Pod into a "What will \_\_\_\_\_ be held Accountable to" report to be presented to \_\_\_\_\_ and discussed together.
- Communication Plan: Pod posts public update, including what has been learned, actions taken, and commitments going forward. \_\_\_\_\_ makes a post linking to Pod's writing. Follow up with current and former partners who requested updates.
- Feedback form remains open

### Phase 3: Continuing Work

Month Starting - Month Ending

- \_\_\_\_\_ will produce a monthly accountability report that will outline the work that has been completed. (Link to example)
- Regular meetings with pod and \_\_\_\_\_ to review insights, progress, education, etc, and discuss where further work may need to be done.
- Follow up with current and former partners and other stakeholders who requested updates

- \_\_\_\_\_ makes public post updating on insights, progress, and actions taken
- Feedback form remains open

#### **Phase 4: Conclusion**

Target End Month

- Accountability Pod produces final report and discusses with \_\_\_\_\_
- Communication Plan: Pod makes public post, Follow up with current and former partners and other stakeholders who requested updates,

### **Constraints**

The timeline is dependent on how long it takes for reports to be received. This work tends to be emotionally draining for both the persons harmed and the people holding space. Sometimes time off is needed to allow for integration and processing.

The commitment timeline is for \_\_\_\_ months, however, there can be unforeseen barriers to completing within that time frame and it's possible this process could take longer.

### **Confidentiality**

It is the policy of the Accountability Pod to not disclose confidential information belonging to, or obtained through their affiliation with \_\_\_\_\_ to any person, including their relatives, friends, and business and professional associates, unless \_\_\_\_\_ has authorized disclosure. This policy is not intended to prevent disclosure where disclosure is required by law. Information gathered from those reporting to have been harmed by \_\_\_\_\_ will also remain confidential at their request.

### **Out of Scope**

An accountability process does not cover the healing work of the person harmed. That work will be done outside this process through the professional services of educators and therapists. The accountability pod will also not make decisions for \_\_\_\_\_'s ability to enter an event or community.