



Students of Cultural Anthropology Journal (SCAJ) Trust Contact protocol **2023-2024**

What is a Trust Contact within SCAJ?

A Trust Contact is the focal point of the organization you can approach to address any matters which negatively affect your experience with(in) SCAJ that you prefer to discuss in confidence (see below for examples).

It is important to note that SCAJ's Trust Contacts are not certified Trustees. This means that they cannot provide any formal counseling or aid. SCAJ's Trust Contacts mainly function as contacts for confidential issues and requests for help within the organization, and are able to think along about external help services.

Why does SCAJ have a Trust Contact protocol?

SCAJ aspires to be a safe and inclusive platform for students of anthropology in Utrecht. Now that SCAJ as an organization is expanding, transitioning out of the initial start-up phase and is becoming a more established entity within the anthropological community in Utrecht, it is important to include mechanisms that safeguard these exciting changes and expansion. All people affiliated with SCAJ have a right to a safe working environment, healthy collaborative partnerships and fruitful personal development and growth. As an organization, we not only feel responsible to provide a Trust Contact but also to ensure both transparency and discretion around the process and processing of the Trust Contact's activities, which will be further elaborated below.

Who are currently the Trust Contacts within SCAJ?

SCAJ currently has three active Trust Contacts: Mélissa (Lili) Ainseba, Tamar Oderwald and Sanne Leenders. All three are Advisory Board members within the organization. A conscious decision was made to appoint Advisory Board members for this purpose. Advisory Board members are previous Core Team members that are typically experienced SCAJ-members, with lots of knowledge about the roles, work, timelines and methods within the organization. They are familiar with all the 'ins' and 'outs' but also have a certain distance from the core team which allows them to offer an informed and also (more) objective point of view to situations they may be presented with. SCAJ's Advisory Board consists of two or three members who generally are appointed for a maximum of two years*.



Our Trust Contacts can be reached via their personal email addresses for the purpose of confidentiality. Please make sure to include ‘SCAJ Trust Contact’ in the subject of the email.

- Mélissa (Lili) Aïnseba: melissa.ainseba@hotmail.com
- Tamar Oderwald: tamar@scajuu.com
- Sanne Leenders: stleenders@outlook.com

** In the event that an advisory board member leaves the board in the midst of a procedure, an appropriate transfer to the new advisory board will be considered in close consultation with the requestee.*

When can you reach out to SCAJ’s Trust Contacts?

Anybody, even slightly, involved with SCAJ can reach out to our Trust Contacts. So if you are a Core Team member, Advisory Board member, reviewer, author, partner, sponsor or in any other way affiliated with SCAJ, please do not hesitate to reach out.

You can reach out to SCAJ’s Trust Contacts with any issue regarding SCAJ. Including but not limited to:

- Experiences of discrimination;
- (suspicions of) Transgressive behavior;
- Issues with another person affiliated with SCAJ;
- Feelings of doubt or insecurity with regard to your role within SCAJ;
- Personal or professional growth possibilities within SCAJ;
- Workload struggles related to SCAJ;
- General wellbeing.



What can you expect of our Trust Contacts when you reach out to them?

When you reach out to SCAJ's Trust Contacts, the process will typically be as follows (bearing in mind that this will depend on the nature of the situation):

1. **Exploration phase:** together with the Trust Contact, your question or issue will be determined. The Trust Contact will listen to your story and ask additional questions to establish the nature of the current situation. In this phase it must be determined if this matter regards an internal or external issue.
2. **Action phase:** together with the Trust Contact, you will establish what the desired outcome and thus next step(s) will be. An 'action-plan' will be created by the Trust Contact but always in consultation with you. Helpful information will be provided by Trust contact and if the issue, question, or circumstance falls beyond the Trust Contact's ability to assist with, they will point you in the direction of the right professionals.
3. **Completion phase:** after the action plan has been completed (either internally or externally), the Trust Contact will follow up with you after a period of time [to be determined together] to assess whether the desired outcome has been reached and to reflect on the process.

If you reach out to SCAJ's Trust Contacts, you can request confidentiality. However, if the approached Trust Contact determines they require an opinion of another Trust Contact or professional, they do reserve the capacity to outline the situation.

If you would like more information about SCAJ's Trust Contact service, feel free to contact us at stleenders@outlook.com, melissa.ainseba@hotmail.com, or tamar@scajuu.com