



### Example Inclusive Behaviors

#### Simple everyday mindful, intentional actions you can take to be more inclusive.

1. Consciously adapt your behavior to connect better with people who are not the same as you.
2. Actively seek a range of views by bringing people together with different backgrounds and capabilities.
3. Consider colleagues needs and personal circumstances when organizing celebrations and team-building activities.
4. Seek coaching or guidance on how to interact with others who are different from you.
5. Regularly reflect at the end of the day or week about how inclusively you are behaving.
6. Notice colleagues' preferences in terms of interaction and behavioral style and adapt yours to engage effectively with them.
7. Become aware of how much time you spend, formally and informally, with different members of your team. Invite one of them to join you over your break time or lunch.
8. Consciously develop an appreciation and respect for people from diverse cultures and backgrounds.
9. Show an appreciation and respect for those who have a different style and approach to your own.
10. Become comfortable with constructive challenge and encourage others to speak up if they have an alternative point of view. It may lead to better results.
11. Make time to discuss cross-cultural issues when they arise.
12. Encourage others outside your circle to be heard. Intentionally seek out ideas/insights from people who may not look like you.
13. Put a 'Pride flag, "I am an ally" sign, or some other signal of your allyship on your office door, wall or at your desk. A little bit of visibility can go a long way.
14. Next time you ask someone for advice on a project (your go to folk), stop and ask yourself – who did you miss/not ask? Why?
15. Don't assume that people who work differently (or even less) are less committed; they may be working smarter.
16. Engage with people of different levels and backgrounds, from different functions at the 'water cooler' or 'photocopier' (virtually or in person). Expand the diversity of your network. Make sure it includes people in both the field and headquarters.
17. Acknowledge people you don't know in the hallways with a culturally appropriate greeting. A small friendly signal goes a long way toward breaking down hierarchies, siloes, and aggressive cultures, and it opens doors for further dialogue.

18. Support diversity of thinking styles by accommodating the way people process and react to information. Send material in advance so that introverts may prepare and communicate their thoughts. Change the way meetings are run to ensure everyone has the opportunity to speak up.
19. Review and revamp existing practices to uncover potentially exclusionary norms.
20. Challenge assumptions – don't assume anything, ask questions, be curious. Ban the word 'fit' from recruitment and assignment discussions – recognizing that what is intended to refer to alignment of values can be translated into comfort with someone who looks, thinks, acts like the majority.
21. Avoid making 'jokes' at the expense of an individual or group. And when you hear others using this kind of harmful 'humor' speak up to let them know it's not okay.
22. When in a meeting, if you ask a question, give everyone the opportunity to respond before moving on.
23. Think about how often you interrupt others in meetings or group conversations – who do you interrupt? Is there a pattern? Do they tend to be for example of the opposite gender, younger, older, different race or ethnicity to you? What must you do to change this?
24. Think about your interactions with your colleagues over the past week. Whom did you offer to connect to someone else in your network? To whom did you share a useful piece of information or opportunity? To whom did you offer insight on workplace politics? If at all, did these interactions vary by gender, race, or ethnicity?
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