Fostering Inclusion in the Workplace
Why Do We Want an Inclusive Environment?
Who is Included? Everyone!

- Age
- Disability
- Religion
- Marital status
- Race
- Veteran
- Gender
- Sexual orientation
- Dietary habits

Who is Included? Everyone!
Components of An Inclusive Environment

• Individuals are treated with dignity and respect
• Valued for their similarities and differences
• A conscious effort must be made to respect and listen to everyone
• Each person is an essential part of the organization
What Does an Inclusive Environment Mean to You?
What Makes You Feel Included?

• When you are invited to participate in meetings?
• When co-workers involve you in their activities?
• When employees understand your personal interests, religion, and beliefs?
• When personal matters, such as health concerns or child concerns, are acknowledged?
• When there is strong and positive communication?
How to Create an Inclusive Environment

• Get involved with extracurricular activities
• Be friendly and remember how important manners can be
• Include others in conversation
• Be conscious of others
• Listen to what others have to say before expressing your viewpoint
  o Never speak over, butt in, or cut off another person
• Consider others’ viewpoints
• Choose topics, venues, events where everyone will feel included
• Sign up to lead something in the office
• Educate but never put down!
• Smile!
• As simple as saying “good morning” to your co-workers
# Tolerance vs. Acceptance

<table>
<thead>
<tr>
<th>TOLERANCE</th>
<th>ACCEPTANCE</th>
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<tbody>
<tr>
<td>Separateness and ignorance</td>
<td>Celebrates differences</td>
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<tr>
<td>Two sides endure each other’s presence</td>
<td>Fosters understanding and togetherness</td>
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<tr>
<td>Misunderstanding as to why people are the way they are</td>
<td>There are no boundaries, just different ways of approaching the same problem</td>
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Inclusion Outside of the Workplace

- Explore the world
  - Try different cuisines, other forms of entertainment, different culture
- Inquire about passions and interests that are outside of the workplace
- Embrace others despite their differences
- Look for ways to learn from others
- Don’t be afraid to branch out!
Case Studies

• Abercrombie & Fitch
  o Paid $50 million to settle a lawsuit accusing the company of race discrimination

• IBM
  o Pioneered the concept of inclusion in the workplace
Common Examples of Exclusion in Conversation

• What are you doing for Christmas?
• What are your kids doing for the summer?
• When picking a restaurant for a business lunch, what restaurant should you pick?
Inclusion
Thank You

Please contact your Employee Assistance Program with any questions