



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



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
 - 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

TOLERANCE	ACCEPTANCE
Separateness and ignorance	Celebrates differences
Two sides endure each other's presence	Fosters understanding and togetherness
Misunderstanding as to why people are the way they are	There are no boundaries, just different ways of approaching the same problem



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
 - Paid \$50 million to settle a lawsuit accusing the company of race discrimination
- IBM
 - 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