



10 WAYS TO CREATE A MORE INCLUSIVE WORKPLACE

Creating a more inclusive workplace is a multifaceted endeavor that requires continuous commitment and strategic planning. Drawing from expert recommendations from Engage for Success and the Society for Human Resource Management (SHRM), here are 10 critical steps to fostering an inclusive environment at work:

1

Effective Communication

Open and transparent communication is vital. Regularly update your team on company developments, including those working remotely, to ensure everyone feels included and informed.

2

Inclusive Mission Statement and Values

Your company's mission statement should reflect a commitment to inclusion. Celebrate diversity in all its forms rather than pushing for conformity.

3

Quiet Reflection Spaces

Designate areas for quiet reflection or meditation. This promotes community and helps reduce burnout, especially important for remote employees.

4

Diversity Sensitivity Training

Provide regular training to help staff recognize and address their biases. This fosters empathy and reduces the risk of uncomfortable or unsafe situations.





5

Diverse Hiring Practices

Ensure job listings have clear requirements and that hiring decisions are based on qualifications, not personal attributes. Include diverse employees in the hiring process.

6

Constructive Feedback

Offer constructive rather than critical feedback. This encourages improvement and increases job satisfaction.

7

Anti-Discrimination Policies

Enforce policies that protect against discrimination. This includes holding managers accountable and creating safe channels for reporting issues.

8

Flexible Work Schedules

Provide flexibility in work hours and locations. This accommodates different lifestyles and promotes a balance between work and personal needs.

9

Remove Workplace Barriers

Ensure your workplace is accessible to all, including remote employees. This includes providing the necessary tools and technology for effective participation.

10

Inclusive Environment

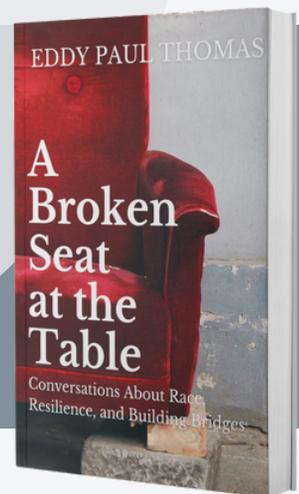
Make sure your office and remote work settings are welcoming and comfortable for everyone, with necessary accommodations for all employees.

Additionally, based on SHRM's guidelines:

- **Review Internal Policies:** Regularly assess policies to ensure they support inclusivity, including healthcare, pronouns, dress codes, and restroom policies.
- **Identify Existing Issues:** Understand the specific inclusion challenges within your organization by engaging with employees at all levels.
- **Collect Self-Identification Data:** Understand the unique needs of your workforce through self-identification processes.
- **Employee Input:** Let employees contribute to shaping the organizational culture.
- **Empower Employees:** Encourage all employees to take ownership of inclusion efforts.
- **Avoid Isolated Strategies:** Develop inclusion strategies in collaboration with employees.
- **Standardize Curiosity and Discomfort:** Prepare employees for changes and provide transparent explanations for new behaviors or expectations.
- **Safe Place for Everyone:** Create meaningful Employee Resource Groups (ERGs) to support various employee communities.
- **Embed Inclusion in Culture:** Inclusion should be an integral part of the company's strategy, values, vision, and mission statements.
- **Leadership Support:** Secure commitment from senior leadership for a truly inclusive culture.

Implementing these steps requires a thoughtful approach that considers the unique dynamics of your organization. It's about creating a culture where everyone feels valued, respected, and empowered to contribute to their fullest potential.

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Sources

- "The Loudest Duck: Moving Beyond Diversity while Embracing Differences to Achieve Success at Work" by Laura A. Liswood
- "Belonging At Work: Everyday Actions You Can Take to Cultivate an Inclusive Organization" by Rhodes Perry
- "How to Be an Inclusive Leader: Your Role in Creating Cultures of Belonging Where Everyone Can Thrive" by Jennifer Brown