

Checklist for Inclusive Managers

- Uses inclusive language (e.g., spouse or partner vs. wife or husband)
- Greets people authentically, takes an interest in everyone
- Speaks up when people are being excluded
- Asks who else needs to be in a meeting to understand the whole situation
- Respects confidentiality about information shared
- Links to others' ideas and feelings
- Uses "ouch" and "oops" situations as teachable moments
- Seeks to understand others
- Listens and engages as an ally
- Creates a sense of safety for all employees, partners, and customers
- Creates opportunities for everyone to have a voice and present their views
- When people make mistakes, immediately takes appropriate action to address missteps
- Actively learns about other cultures (e.g., attends events, employee network groups, etc.)
- Mentors' others from different diverse segments
- Shares results from employee engagement surveys; uses data to make improvements
- Encourages and enables others to participate in D&I events and groups
- Leads the team to establish and follow group norms for a safe and inclusive workplace
- Seeks and promotes opportunities for employees to participate in activities where their diversity can add value to the team
- Sets performance goals that support an inclusive culture
- Participates in processes and practices that enable diverse representation in the workplace (e.g., supplier diversity, recruiting, etc.)
- Takes the time to have challenging conversations

