

MAINTAINING YOUR INCLUSIVE WORKPLACE

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Building a culture of inclusion and belonging isn't limited to onsite work models. In fact, inclusion and belonging become especially important in remote work environments because it's easy for employees to feel overlooked and unheard.



HERE ARE A FEW WAYS TO ENSURE YOUR INCLUSION JOURNEY CONTINUES WHILE WORKING REMOTELY:

- **Offer ways to connect other than technology.** Make your virtual meetings and communications equitable by offering more than one way to connect. Audio? Video? Source options that require wi-fi and others that don't, then decide on only one platform for everyone to join. Remember, a good old-fashioned phone call is still a great way to connect.
- **Create space for everyone to contribute.** Make sure all meeting participants have access to shared documents or communications, and a way to contribute to the meeting (phone, computer mic, chat). Keep in mind, this way of working is new for a lot of people, and some may need a nudge from you to speak up and engage in the conversation.
- **Be consciously inclusive.** Acknowledge that the best ideas can come from anyone, no matter their function, level, location, or diversity factors. This also means not relying on the same “go-to” individuals out of familiarity and comfort. Take extra care to make sure your team members don't feel excluded.
- **Be mindful of language.** Coronavirus, novel coronavirus, and COVID-19 are all appropriate names for this pandemic. Referring to this pandemic by names that reference specific locations, cultures, and populations can be offensive.

- **Continue to respect religious obligations that require time away from work.** Without knowing how long the virtual work model will be in place, allow your team members to take time off to honor religious commitments as you would in your usual onsite work model. Don't use this time to substitute for time away from work.



LEARN MORE

View these resources for more tips, tricks, and information.

- [How to Be an Inclusive Leader Through a Crisis](#): Tips for prioritizing inclusive leadership while in crisis mode to support effective communication, mitigate bias, extend empathy, and run inclusive meetings
- [2020 Religious Holiday Calendar](#): Download the religious holiday calendar to stay mindful of how religious traditions and practices can impact your team member's work schedule
- [Inclusive Meetings](#): Tips for running inclusive meetings.
- [Reducing Stigma](#): Center for Disease Control resource on avoiding COVID-19-related social stigma discrimination toward certain people or places
- [Remote Working, Disability Support and Anxiety – Six Tips to Managing Staff In The COVID Crisis](#): Quick tips for managers during the COVID-19 crisis