Everyday steps to create a more inclusive workplace

To best enable mission success, we must leverage the knowledge and experience of a diverse workforce. Taking personal and intentional steps will help create a culture that connects each employee to the organization, creates an environment where differences are celebrated, and leads to a more collaborative and innovative workplace.

**Awareness**
- Participate in training and self-directed research to help you understand why biases exist, their impact, and ways to mitigate them.
  - Participate in diversity and unconscious bias training
  - Read research and articles on biases
  - Participate in leadership communication training
  - Take the Implicit Association Test

**Exposure**
- Place yourself in opportunities that allow for repeated interaction with members of diverse groups to help diminish stereotypes created or reinforced by popular media, community, friends, and family.
  - Attend and participate in diversity-themed observances at work and in your community
  - Participate in experiential learning opportunities that may be uncomfortable, such as visiting cultural museums or historical sites
  - Have lunch with or find ways to personally engage with individuals different from yourself
  - Accept invitations from people you don’t normally spend time with

**Action**
- Put what you’ve been thinking and learning into motion. Proactive efforts are more powerful in increasing awareness and exposure to help mitigate biases.
  - Invite an employee resource group member to your staff meetings to discuss the group’s mission and activities
  - Ask to shadow a senior executive or, if you are a senior executive, invite someone you wouldn’t normally engage with to shadow you
  - Speak at inclusion events and be an active participant; not just an attendee

**Social Accountability**
- Talk to friends and colleagues about improving your diversity and inclusion habits, and ask for social accountability to increase your commitment and follow-through.
  - Join or create a peer group to discuss your goals, actions, and results, and to encourage engagement from others
  - Include diversity and inclusion measures in your performance goals
  - Take advantage of opportunities to have difficult conversations with people you’ve gotten to know well

For more information, please contact your Equal Employment Opportunity, Diversity and Inclusion office.
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What steps will you take to build a more diverse and inclusive community?

**My Small Steps**

**MAKE A BIG IMPACT**

1. I will interact with people and cultures outside of my identity groups to help mitigate my biases.
2. I will participate in these peer groups, employee-led efforts, or associations to measurably improve the work environment.
3. I will explore my own viewpoints and preferences to better understand how they impact the workplace.
4. I will commit to these concrete activities to apply what I've learned:

**Social Accountability**

**Exposure**

**Action**

**Awareness**