

Checklist for inclusive work environments



Foster discussion. A simple yet powerful tool is discussing these issues. In addition to team meetings, development days provide a good forum for discussing how to support diversity & inclusion in your team.



Acknowledge unconscious bias. Biases affect us even when we have good intentions. Reflecting on our own thoughts and actions in our everyday life is important. Can you recognize your own biased thinking patterns?



Slow down. Time pressure easily leads to instinctive (more biased) decision-making.



Give voice to all. Seek out diverse opinions and connect to new people. Respectfully tackle biased language if you witness it by firmly and non-judgmentally confronting that which you don't find acceptable. Ensure everyone gets a say in a meeting – minorities voices are often not heard.



Question stereotypes. Stereotyping can diminish inclusion. Don't assume that a woman spends a long time in maternity leave, or that a man has a wife, for example. Use the pronoun "they/them" because we might not know our colleagues gender identity. Add your pronoun in your email signature.



Show vulnerability. Sharing your mistakes and failures increases psychological safety: team members dare to be their authentic selves.



Learn. Read books, listen to podcasts, have discussions with colleagues. Increasing understanding of diversity enables us to better implement its values in our everyday lives.