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.

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