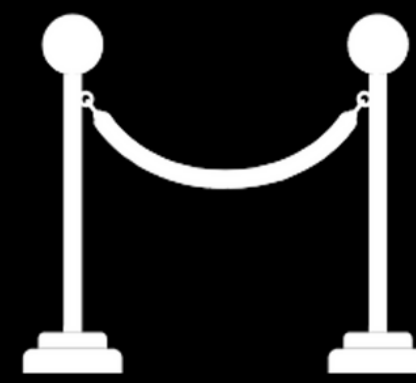




INCLUSION

1. Treating people with fairness and respect
2. Taking actions to ensure people feel connected
3. Holding others accountable for non-inclusive behaviors
4. Actively seeking different perspectives
5. Staying away of fast judgement when interacting with people
6. Showing the ability to understand others' perspectives
7. Utilizing available talent
8. Challenging fixed mindsets
9. Developing a culture of collaboration
10. Offering a warm smile
11. Greeting a colleague by name
12. Putting one's phone away when interacting with another
13. Extending a coffee/lunch invitation
14. Providing mentoring



EXCLUSION

1. Treating team members as organization outsiders
2. Persistently excluding certain coworkers from meetings/conversations
3. Constantly criticizing and downgrading another colleague's comments or ideas
4. Banding together to target a colleague – gossip, criticism, humiliation
5. Reprimanding in public
6. Dismissing people who do not speak up in meetings
7. Social exclusion at work – Guys go off to play golf, or for drinks after work and don't include female colleagues
8. Ignoring a colleague's greeting in the morning
9. Looking at one's phone when another is speaking
10. Avoiding inviting a particular colleague to lunch with the rest of the group
11. Going silent when a certain colleague joins the conversation