



# LEADING INCLUSION

## PERSONAL ACTIONS TO SUPPORT THIS AGENDA

Diversity and inclusion agendas are most successful if we, as individuals, are committed to them. This commitment is to the principle and is expressed through the actions that we take. Here are some recommended actions that can be taken to support this agenda.

### 1. Know the diversity goals of the organisation and how these align to the business goals

Ensure that you are aware of your organisation's approach to diversity and inclusion and how this aligns to its business goals. By being aware of the connection to organisational culture you can support, at a personal level, the achievement of the appropriate objectives, both at a strategic and a personal level. Placing the approach to diversity in the context of the business strategy creates a close personal link to your own performance objectives.

**UNDERSTAND YOUR POSITION IN THE ORGANISATION IN THE CONTEXT OF THIS AGENDA. WHAT DO YOUR COLLEAGUES EXPECT FROM YOU? HOW CAN YOU FULFIL THOSE EXPECTATIONS? HOW DO THESE ALIGN TO THE ORGANISATIONAL GOALS?**

### 2. Participate in surveys and discussions as honestly as possible

Only through honest and open feedback can we improve. Where we see issues and concerns, we need to address them. In this way improvements can be made, and issues can be resolved. It is important to contribute to, and be honest in, employee surveys as these often provide the barometer against which the need for future action is judged.

### 3. Actively engage – become a mentor and/or mentee

Play an active role in the agenda. Having understood the objectives, support others in understanding the journey. Become a mentor or a mentee, engaging with somebody else who can benefit from your perspective.

**BY SHARING EXPERIENCES AND BEING INCLUSIVE WE CAN BROADEN THOUGHTS AND DEVELOP THE CONSCIOUSNESS AND THINKING OF THE ORGANISATION.**

### 4. Take time to appreciate diversity

We work in diverse workplaces. Stand back and take time to appreciate the richness of thought that your peers can bring to the discussion. Understand their diverse backgrounds and cultures. Encourage them to share their life experiences and perspectives. This benefits you in understanding other opinions and insights.

### 5. Treat people as they wish to be treated rather than how you would wish to be treated yourself

Understand how your colleagues wish to be treated. Each of us has individual needs and forms of emotional satisfaction that we need to have fulfilled in order that we can achieve our full potential. Take time to understand these and learn how your colleagues' requirements can be addressed. They are not the same as you.



## 6. Speak up

If something is not right, have the courage to speak up.

**LEAVING AN ISSUE UNADDRESSED WILL MAKE THE SITUATION WORSE AND THE TEAM WILL SUFFER.**

If you are a leader, ensure that you encourage an open dialogue where the concerns of individuals can be raised, understood, and addressed. Do not be afraid, yourself, to speak up where things are not right.

## 7. Welcome ideas that are different from your own; support your colleagues

**ONE OF THE CLEAR BENEFITS OF AN INCLUSIVE WORKPLACE IS THE RANGE OF THOUGHTS AND IDEAS THAT YOUR PEERS CAN BRING.**

Ensure that you are open to these ideas. Allow yourself to be swayed and convinced by others' arguments. Ensure that you bring these ideas into discussions.

Look for ways to build on ideas by understanding the dynamics of the team and the roles that each of your colleagues plays. Play an active part in ensuring an atmosphere of 'no reprisals'.

**LOOK FOR THE BEST SOLUTION FOR THE ORGANISATION, NOT FOR YOURSELF.**

## 8. Understand what you can bring to the organisation

Understand your own strengths: what you are good at.

**ENSURE THAT YOU USE THESE STRENGTHS FOR THE GOOD OF YOUR TEAM AND THAT OF THE ORGANISATION AS A WHOLE.**

Place this in the context of your own unique set of characteristics; what perspectives do you have that can provide a unique contribution?

## 9. Commit to continuous improvement

Use all your experiences as learning experiences. Commit to understanding feedback and seek to improve from it. Listen to the concerns of your colleagues and seek developmental opportunities from these.

**INSTIL IN OTHERS THE NEED TO DEVELOP CONTINUALLY. WHATEVER OUR BACKGROUND OR ROLE, WE CAN ALWAYS BENEFIT FROM LEARNING NEW THINGS.**

## 10. Help others

Help others to understand the impact of diversity on the workplace. Understand that everybody has a different starting point on the journey and different needs. Learn to express your journey in a way that benefits others.

**TAKE OPPORTUNITIES TO MENTOR THOSE IN OTHER POSITIONS WHO MAY BENEFIT FROM YOUR EXPERIENCES AND GUIDANCE.**