**How to Build a Respectful and inclusive workplace**

Welcome to today’s session on building a respectful and inclusive workplace.

Thank you, Cathy, for inviting me to engage with your staff and team today. It is always special when I’m able to have these meaningful conversations at home.

Before we start it is important for us to ground ourselves by recognizing where we are today and the world we work and live in. first, lets acknowledge that we can’t talk about inclusion, civility and workplace respect without touching on systemic barriers, biases and discrimination. The topic is uncomfortable as heck. Many of us me included are afraid of saying the wrong thing, doing the wrong thing. Recognize that the world that we live in today, workplace that we spend most of our time, we didn’t build it we inherited it and for that I’m inviting you to give yourself grace. Give yourself permission to forgive past mistakes, lapses in judgment, hurtful behavior because no one is perfect. You can’t undo the past, but each and everyone of us can play a role in making our workplace and our world a better place. I am not talking about any great feats or heroics but simple every day acts, small acts that when combined can make a huge impact and difference. Allow yourself the chance to breathe. When we give ourself grace, we allow ourselves to be open to learning, and growth. When we know better, we do better

Are you with me so far???Perfect.

I’m going to share a video with you to kick things off. Its called the look. Some of you may have seen it but it’s a classic.

**The Look Video Debrief**

* How many of you have ever been in a situation where you felt alone?
  + Only person with a “different ability”
  + Only person who identified as your gender
  + Only person of your culture of origin
  + How did being the only one make you feel?
  + Have you been in a situation where you have given the look?
  + Have you seen someone giving the look?

**Slide 10 .Who would you want on your team?**

Sorry, that was a trick question. If you answere any of the above or all you are right. The purpose was for you to see individuals with bias and to see the possibilities and abilities not pre judge by what we think they can or cannot do. Not judge by our own perception of who we think they are or what they can do.

1. Ginella Massa : Canadian television journalist. An Afro-Latina Muslim[[3]](https://en.wikipedia.org/wiki/Ginella_Massa#cite_note-3) reporter and anchor, she became Canada's first [hijab](https://en.wikipedia.org/wiki/Hijab)-wearing television reporter in 2015, and the first news anchor in hijab when she anchored the 11 p.m. newscast for [*CityNews*](https://en.wikipedia.org/wiki/CityNews) on [CITY-DT](https://en.wikipedia.org/wiki/CITY-DT) in [Toronto](https://en.wikipedia.org/wiki/Toronto), [Ontario](https://en.wikipedia.org/wiki/Ontario) on November 17, 2016.[[4]](https://en.wikipedia.org/wiki/Ginella_Massa#cite_note-4)
2. Jagmeet Singh: Jagmeet Singh "Jimmy" Dhaliwal MP is a Canadian politician who has served as the leader of the New Democratic Party since 2017.
3. Jennair lewars : Caledon Raised Doctor currently work in the US as a doctor specializing in internal medicine
4. Spencer West: Toronto Resident - Spencer West is an American born motivational speaker and disability advocate. West became an amputee after being born with sacral agenesis. He speaks about overcoming adversity and uses social media to advocate for the disability justice movement and the LGBT community.
5. Eric McCormack: Canadian American actor and singer, known for his roles as Will Truman in the NBC sitcom Will & Grace,

Now that we have challenged our thinking a bit, lets dive into some deep work.

**Slide 11: Building an Inclusive Work Workplace:**

Building an inclusive work culture goes beyond race, age ability and gender. It includes making sure that your environment is safe where all employees can thrive and bring their best selves to work.

There is no magic button or over night shift that can make this happen. This takes time.

We already know that a diverse, and inclusive workplace will result in increased innovation, engagement, and profits. But underpinning the word **inclusive** is **Civility** and **respect**

**Slide 13: Diversity**

Lets start with the first key term: Diversity

Age, Culture, Gender, Abilities.

**Slide 14: Civility and respect,**

* Means workers are respectful and considerate with each other, customers, clients and general public
* Care, consideration for others in the workplace
* Effectively handles conflicts with all parties
* Workers from all backgrounds are treated fairly

Slide 15: Respect

* We can respect someone's culture
* We can respect someone's religion
* We can respect someone's gender
* We can respect someone's ability
* But…….
* If we don’t make these individuals feel welcomed and included, then we don’t have **INCLUSION**
* If we judge them before giving them a chance, then we have not included them
* If we give them “the look” then we have not included them

Based on showing care for others and acknowledging their dignity.

**Slide 16: Inclusion: VIDEO**

* Inclusion is not just the smart thing to do; it is also the right thing to do.
* Having Diversity is the easy part. Inclusion is where the work comes in. Inclusion is a challenge that all organizations/workplaces and all leaders face as they address the dramatic shifts of diversity--racial, ethnic, generational, gender, sexual orientation, faith, personality, nationality, and on--in our workplaces and communities."
* Inclusion refers to how diversity is leveraged to create a fair, equitable, healthy, and high-performing organization or community where all individuals are respected, feel engaged and motivated, and their contributions toward meeting organizational and societal goals are valued."
* Lets Watch a quick video on speaking up for Inclusion:

**Slide 17: Building a Respectful and inclusive workplace (Steps)**

So, we talked about the Look, wev’e talked about perceptions, we’ve talked about speaking up for inclusion, so where do we start with building an inclusive workplace? Well, It starts at the top and it requires everyone to come on board and play their part, no matter how small it may seem. Your one small act could be looked at as a single grain of sand, but together it transforms into a beautiful beach. We need each other. We need all hands on deck to build an inclusive civil and respectable workplace.

**Slide 18: Get buy-in from the top**

When it comes to creating and promoting an inclusive workplace, **your biggest allies will be your leadership team**. Prioritizing inclusivity at your organization will be a challenge if the C-suite doesn’t prioritize it, as well.

Educate your company’s leaders about the importance of inclusivity. This includes offering diversity and inclusivity (D&I) training at the executive level. It also means creating a safe space for your leaders to ask awkward or embarrassing questions “behind the curtain” before leading inclusivity initiatives company-wide. Once leadership is comfortable and on board, they’ll be fantastic resources for setting an authentic, inclusive tone for all.

Use Pronouns in Your Email Signature

Using they/them pronouns refers to the**choice of being called “they” instead of “he” or “she” and “them” instead of “her” or “him.”** A person who doesn’t identify as a boy, girl, man, or woman sometimes wants a nonbinary pronoun used in place of their name.

A person who goes by “ **ze** ” pronouns is generally referred to using “ **ze** ” and associated pronouns (only in the third person), usually as "**ze**/**hir**" pronouns or "**ze**/zir" pronouns, though there are other variations. If in doubt, ask. Here are examples: **Ze**/**hir** example: “**Ze** is a writer and wrote that book hirself. Those ideas are **hirs**.