Inclusion Snapshot



Practical ways to build everyday inclusion at work

Inclusion is just as important whether you're a small business of five or a large corporate team. But we understand not every workplace has a DEI strategy - or even an HR department. That's why it's so important to support inclusion in ways that are practical, personal and achievable for everyone.

You don't need to start with policies or big programs - sometimes the most effective change begins with small, everyday actions that help people feel safe, seen and valued.

Use this quick guide to spark ideas and conversations in your team.

1. Start with Stories

Create moments where people can share short stories about their lives, traditions or celebrations.

Try: begin a meeting with a "Names & Stories" reflection - ask about the meaning or pronunciation of someone's name.

2. Names & Accents Matter

Learn to say names correctly and value different accents as cultural strengths.

Try: add phonetic spelling to email signatures and celebrate multilingualism.

3. Meet for Multiple Voices

Ensure everyone feels heard — use pauses, written reflections, or rotate facilitators.

Try: end meetings by asking, "Did everyone have a chance to speak?"

4. Celebrate with Care

Co-design cultural celebrations with staff, focusing on meaning rather than display.

Try: build a shared "Belonging Calendar" to plan inclusive events together.

5. Embed Inclusion in Decisions

Ask three questions before finalising plans:

Who benefits? Who might be left out? How can we make this more inclusive?

Practical Tools to Try

1. **Inclusive Recruitment Review** – check job ads and position descriptions for jargon or bias.
2. **Welcome Buddy Program** – pair new staff with a supportive colleague to help them settle in.
3. **Quiet Leadership Rotation** – give quieter team members a chance to lead meetings.
4. **Flexible Family & Community Support** – acknowledge cultural or caregiving responsibilities when planning schedules.
5. **Community Connections** – celebrate staff involvement in cultural, volunteer or community events.
6. **Inclusion Check Step** – add a quick "Who's missing?" reflection to project templates or planning docs.

Remember: Inclusion grows through small, consistent actions - and every conversation counts.

