



Inclusive remote-working practices for individuals

Experiment with different practices, track the ones you've tried, and continue learning.

Invest in the well-being and fair treatment of others

- ✓ Ensure people get the credit they deserve and clarify who raised an idea.
- ✓ Return the conversation to someone who has been talked over or interrupted.
- ✓ Pay attention to who is not speaking and actively bring them into the dialogue.
- ✓ Suspend judgment when someone behaves differently and seek to understand their actions and motivation.
- ✓ Every couple weeks, contact and set up time to chat with at least one person you're not familiar with.

Become an ally to and advocate for targets of mistreatment

- ✓ Draw attention to symbolic reminders of male-dominated work culture (for example, “bro talk” or references to males as “men” and females as “girls”).
- ✓ Draw attention to the use of “other” language within or outside of the group.
- ✓ Join an ally group and attend or volunteer to host diversity and inclusion events or discussions.
- ✓ Stand up for others if you see instances of noninclusive behavior.

Lead with curiosity and seek to understand perspectives different from your own

- ✓ Listen intently; draw attention to interruptions.
- ✓ Invite different opinions to help you learn; after sharing a viewpoint, explicitly ask if there are any additional perspectives you should consider.
- ✓ Ask questions to learn more and share back what you understand to make others feel heard.

Support others to achieve their goals

- ✓ Volunteer to take on “office housework” (for example, taking notes and organizing events) so it doesn't always fall to the same person.
- ✓ Take the time to share advice or knowledge from your experience with others.
- ✓ Challenge yourself to quickly respond to the next ask for help (for example, request for review of a document) that comes from one of your team members.

