



Inclusivity Builder

Inclusivity Builder (IB) is a diagnostic tool to help identify areas upon which to focus your active allyship efforts. Use it alone or in a colleague-to-colleague session with emphasis on self-reflection. Once you have identified focus areas, you can build your active allyship skills by educating yourself, taking action and/or committing to a goal

<p>Elicitor</p> <p>I elicit the opinions of everyone. (Whether they are quiet or loud. Regardless if in person or on video call)</p>	<p>Listener</p> <p>I give others the floor and don't interrupt them when they are speaking. I speak up if I see others interrupt</p>	<p>Wordsmith</p> <p>I use precise & inclusive language (including correct pronouns). I learn the correct pronunciation of names</p>	<p>Attributor</p> <p>I speak up when I see people taking credit for another person's suggestion or idea (and I don't do it myself)</p>
<p>Accessibility Champ</p> <p>I take accessibility needs into account. I use universal design* for materials, events etc. I speak up when I spot accessibility issues</p>	<p>Downtimer</p> <p>I use my vacation days & encourage others to use theirs. I discourage presenteeism* & celebrate wellbeing</p>	<p>Identifier</p> <p>I think about my own identity and how it relates to concepts such as 'privilege' and 'allyship'. I educate myself on these.</p>	<p>Empath</p> <p>I educate myself on mental wellbeing, mental health & neurodiversity. I am empathetic to others & respectful of difference</p>
<p>Events champ</p> <p>I ensure events are representative & inclusive (e.g. speakers, materials). I speak up when this is not the case</p>	<p>Everyone, Everywhere</p> <p>I educate myself on biases/assumptions that might impact people who work remotely e.g. from home or different location</p>	<p>Flexible worker</p> <p>I make use of the flexible working options available to me (regardless of my parental status). I celebrate flexible working</p>	<p>Active Ally</p> <p>I actively combat bias or prejudice against people from historically under-represented groups. I recognise intersectionality</p>
<p>Scheduler</p> <p>I'm mindful of personal commitments & time-zones when scheduling meetings, (particularly recurring ones). I respect time that is blocked out in calendars</p>	<p>Mentor & Sponsor</p> <p>I intentionally mentor & sponsor others- regardless of race, gender, age, sexual orientation, ethnicity, personality type etc</p>	<p>Anti-racist</p> <p>I educate myself on racism, 'intersectionality' & 'racial injustice'. I take action to combat individual and structural racism. I use precise language</p>	<p>Equity advocate</p> <p>I take steps to understand how different people experience my workplace. I do my part to ensure hiring, progression, and retention are fair & equitable for all</p>

<p>Parenthood</p> <p>I know my workplace's policies, processes and resources for birthing & non-birthing parents, I celebrate parents and non-parents alike</p>	<p>Recruiter</p> <p>I hold myself accountable for the recruitment & retention of a diverse team. I allow extra lead time</p>	<p>Stretcher</p> <p>I identify worthwhile developmental opportunities for everyone on my team (regardless of gender, ethnicity, age, location etc)</p>
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<p>Spender</p> <p>I think about how I spend my time, energy and money to create a more inclusive society. E.g. by using my purchase power to support businesses owned by URGs*</p>

Applicable to people managers only

Societal

Inspired by BINGO card, K. Catlin, K. Huston, K. Rotondo
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 Adapted by T. Atkins, Vice Chair Women@Google LON

***Universal Design** - ensuring the greatest number of people can access materials/spaces (regardless of ability, disability, age, gender etc)
 ***Presenteeism** - being present at one's place of work for more hours than is required
 ***URG** - historically underrepresented group. E.g. minority ethnic



How Inclusivity Builder works

The 10 minute challenge

1. Read the front page of the worksheet

- Which areas do you think you are **strong in**? (Circle 2-3)
- Where may you need to **develop**? (Put a star next to 2-3)
- Are any particularly **important** to you? (Put an 'i' next to them)

2. Choose 1-3 development areas to focus on

Focus area 1

Focus area 2

Focus area 3

3. How might you change behaviours in these areas?

Notes (optional)

4. Commit to an action. Tip: Be specific, measurable, timebound

Action

How long do you need to fulfil this action?

- 1 month 2-3 months 3-6 months Other

How will you check in on your progress? (circle)

Self-reflection / Calendar reminder / Set an OKR (Objective & Key Result)/
Ask a trusted colleague/ buddy up/ Other