



The Inclusive Worker Toolkit



INCLUSIVENESS

noun
/ɪnˈkluːsɪv.nəs/

Including others, inviting them in, and welcoming them with open arms.

You are such an invaluable employee and team member because of your incredible emotional intelligence. You can read a room; you see value in everyone's contributions; you are an incredible listener, and people trust you because they feel seen and heard with you. This means you can lead but also follow; you can work alone or in teams. You appreciate that everyone has something to offer and recognize that when one succeeds, you all succeed. While you have an affinity for many kindness concepts, congratulations - **your kindness superpower is inclusiveness.**

INCLUSIVENESS IN WORDS

Self-Talk



You truly value the people you work with, the people you serve, the mission of your company. You see your colleagues as teammates and work hard to ensure everyone is seen, heard, and succeeds. This is *incredible*. But do you also recognize the importance of making sure that you include and value *yourself*? If not, consider how you can use positive self-talk to remind yourself that **you** and your contributions matter, too. *Self-talk is the practice of consciously speaking to yourself both out loud and internally in a positive manner.* Try using these self-talk phrases throughout your day to shift your focus toward self-inclusiveness:

Remind yourself that you belong at work; you have skills and qualifications that make your contributions invaluable.

Example: I am qualified for this job and have what it takes.

My contributions at work matter and are important to the broader company.

Tell yourself that you were specifically chosen to do the role that you do; no one else does your work quite like you do.

Example: I interviewed and proved myself to my superiors to get this job. If I wasn't here, things would be different. My presence is good for our work environment.



In One-on-One Interactions

It is likely that you work with others in a one-on-one capacity in some way, shape, or form. Perhaps you have to collaborate with another team member; maybe you have one-on-one meetings with a supervisor; maybe you have to have your work reviewed by another person or you have a mentor on your team. Knowing how you value **inclusiveness** at work and in your personal interactions with colleagues, here are some things to think about when working with people one-on-one that will let you showcase your high need for inclusive engagements and work relationships:

Compliment someone on their performance on a specific task. Likewise, if someone compliments you, acknowledge them and thank them with confidence.

Remind colleagues that they are a valuable part of the workplace environment, especially if you can tell they are struggling or doubting themselves.

When you ask someone how they are doing (whether a colleague or client/customer), remember what they said and return to it at the conclusion of your conversation.

Don't be afraid to humbly share your accomplishments or showcase your good work to others, especially when asked. If you have been asked to share your efforts, take it as a compliment and as an opportunity to help your team be their best.



In Teams

Unless you are your own boss or are in a small business, you likely have a team of colleagues around you. This means you function as part of a team – either intimately or by extension (if you are not part of a specific team of people, your company as a whole is like a team – you are all driving toward the same targets and end goals). As such, it is important to see how your high degree of inclusiveness – and your expectation for an inclusive workplace – impacts your place in the team. When engaging in team-based activities as a person who highly values inclusiveness, consider the following for improving inclusiveness among the team:

Ask questions of everyone on the team and note their answers and return to them later; this shows you are paying attention and you ask questions with intention.

Encourage everyone to use their voice and share their experiences.

Remind everyone that their unique contributions help achieve team goals and targets.

INCLUSIVENESS IN ACTION

In order to have an inclusive workplace, there are some things you can do both at home and at work. How you start your day, end your day, engage at work and transition back home all matter for how you are able to show up both for your colleagues and for your friends and family.

Below are some suggestions for how you can ensure that your workplace actions express an attitude of **inclusiveness** towards both yourself and others, and set you up for success all day long.

Starting & Ending Each Work Day

Greet people by name when you see them at work - either in person or if you are meeting with them virtually. Using a person's name (make sure you are pronouncing it correctly and/or using their preferred name), is a good way to make people feel included and welcomed.

Review the task list you have for the day ahead (or take time to reflect on all you accomplished at the end of a day) and evaluate the parts that engage your inclusive nature. Are you doing tasks that allow you to participate and consult with colleagues? Are you inviting others to support you in the work you are doing?

Make time in your day or evening to unwind from work; attend to your personal interests and don't forget to be intentional about work/life harmony. You need to include all the parts of yourself to be your best self at work.

At Work

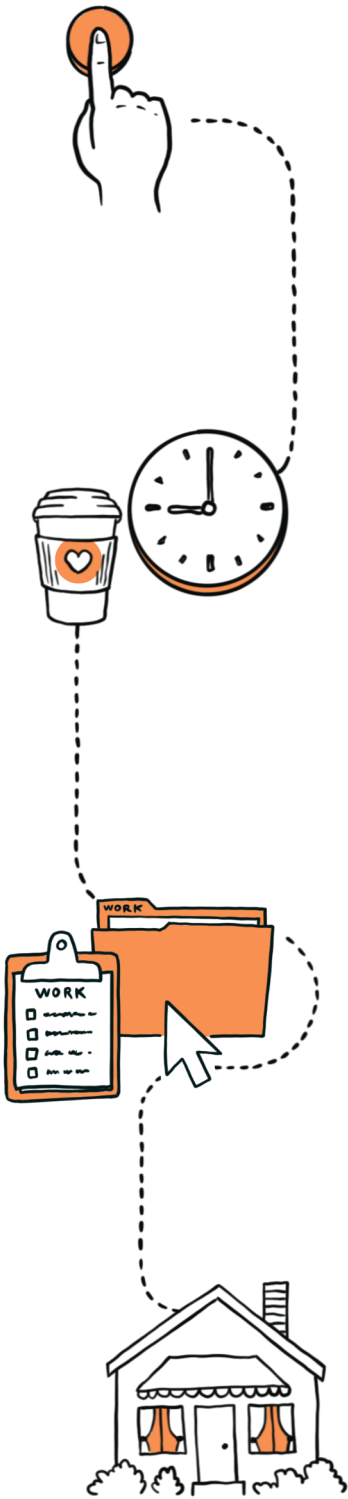
Remember that inclusiveness extends to **you** as well; if there is something you want (or should) be involved in because of your knowledge and experience, volunteer or ask to be included.

Remember that you don't need to do it all alone; you likely have willing and able colleagues all around you who can help you problem solve, complete a task, brainstorm, or innovate. Include them!

Transitioning Back Home

You are likely part of a team at work but you are also part of a type of team at home - with your partner, with your friends, with your children, with your neighbors, with your extended family. Bring your same ability to be inclusive at work to the home front.

Consider the following: Ask the people you live with how their day went; involve them in planning things at home - whether it's meal planning, project planning, or travel planning, for example; if you need something from the people you live with or interact with on a personal level, speak up for yourself. Likewise, look for what those around you need and support them where you can.





RANDOM ACTS OF INCLUSIVENESS

RAKs, also known as Random Acts of Kindness, are little acts of kindness that are often anonymous (though not required!) to spread kindness and joy in your workplace. The following series of RAKs focus on a lens of INCLUSIVENESS and encourage people in your workplace to not only feel inclusiveness, but to also spread an inclusive attitude to others as well. **Let's explore ways to incorporate INCLUSIVENESS focused RAKs throughout your workplace in a variety of settings.**

Individually

Random Acts of Kindness (RAKs) for individual coworkers can be done to lift their spirits or give them a boost for no reason at all! Here are a few ideas to get you started:

Invite a colleague to lunch that you know little about. Spend time getting to know them and strive to find one common interest.

If you work remotely, share your lunches via zoom or another video call platform!

In Your Team

RAKs for your entire team or workgroup is often simply fun and can increase morale.

These activities can be done whether you are in leadership or not and frequently inspire others to continue the cycle of caring and kindness in your workplace.

Celebrate a colleague's accomplishment during a team meeting. Strive to choose an accomplishment that may typically go unnoticed by the majority of the team. (Example: passing a certification test, having an article published, etc.)

Overall at Work

Your workplace as a whole can promote a community of inclusiveness and kindness through RAKs that not only affect the company or organization, but also externally within your community or communities (if in multiple locations). Look around and start to brainstorm ideas on how to infuse inclusiveness and kindness beyond your team. Go big!

As a business or organization, choose one community-based cause to support that promotes inclusiveness that also aligns with the company mission, vision, and values.

If you work remotely, select a cause to support that also primarily works virtually or internationally.



KINDNESS RESOURCES

Want to learn more about how to tap into your interpersonal center of kindness and positively influence your workplace through a lens of inclusiveness? Check these out:

[5 Reasons Why Your Company Should Be More Inclusive](#)

[What is an Inclusive Workplace?](#)

[What An Inclusive Workplace Actually Looks Like, And Seven Ways To Achieve It](#)

[The Random Acts of Kindness Foundation website](#)

[The Random Acts of Kindness Foundation | LinkedIn Profile](#)

Workplace Kindness Challenge
 This is a fun and engaging challenge to use in your workplace to encourage a kinder, more compassionate environment.
 The random acts of kindness are listed in the table below. You can use them as suggestions for your organization.

How to use this challenge	Phrase encouraging people to try it	Phrase to use to encourage people to try it	Phrase to use to encourage people to try it	Phrase to use to encourage people to try it
Provide someone with a compliment or a thank-you note.	Thank your colleagues for their hard work.	Credit them in your next presentation or report.	Compliment someone on their work.	Start and end the day with a smile.
Send an uplifting text or e-mail to someone who needs it.	Send your best wishes to someone who is having a hard day.	Send someone an encouraging note or message.	Send a note to someone who is having a hard day.	Send a note to someone who is having a hard day.
Share your own experiences.	Share your own experiences.	Write a note of appreciation to someone who has helped you.	Write a note of appreciation to someone who has helped you.	Write a note of appreciation to someone who has helped you.
Offer your help to someone who needs it.	Offer your help to someone who needs it.	Offer your help to someone who needs it.	Offer your help to someone who needs it.	Offer your help to someone who needs it.
Listen to a person who is having a hard day.	Listen to a person who is having a hard day.	Listen to a person who is having a hard day.	Listen to a person who is having a hard day.	Listen to a person who is having a hard day.
Buy someone a coffee.	Buy someone a coffee.	Buy someone a coffee.	Buy someone a coffee.	Buy someone a coffee.
Reflect on three things you are grateful for.	Reflect on three things you are grateful for.	Reflect on three things you are grateful for.	Reflect on three things you are grateful for.	Reflect on three things you are grateful for.
Put someone's name in a hat and draw it out.	Put someone's name in a hat and draw it out.	Put someone's name in a hat and draw it out.	Put someone's name in a hat and draw it out.	Put someone's name in a hat and draw it out.
Change three small things in your office.	Change three small things in your office.	Change three small things in your office.	Change three small things in your office.	Change three small things in your office.

RANDOM ACTS OF KINDNESS
If you're interested in working with us at the Random Acts of Kindness Foundation to create a customized challenge for your organization, email us at info@randomactsofkindness.org.

Kindness Challenge

30 Days of Kindness in the Workplace

Now that you have worked your way through the toolkit, the final component is a 30 day challenge. Using the calendar below, try to accomplish one kind act each day (a suggestion is provided, or replace it with one that suits your workplace better).

[Random Acts of Kindness Workplace Challenge](#)