

20

WAYS TO PROMOTE CIVILITY

MOVING TOWARD INCLUSIVE EXCELLENCE

- 1 Include diversity and inclusion in your value statement or mission of your office, department or student organization and most importantly, practice behaviors that reflect your commitment to diversity and inclusion.
- 2 Provide ongoing training opportunities focusing on diversity and inclusion throughout all levels of your organization, where everyone is required to attend.
- 3 Build an environment where people speak to each other respectfully and listen other point of views.
- 4 Create an environment that rewards people who work well with others.
- 5 Treat everyone equally without consideration for age, race, culture, physical ability, appearance, education or religious background and without setting them up for failure or ridicule.
- 6 Have non-punitive policies in place to deal with conflicts that arise from people having different points of view and backgrounds.
- 7 Establish an ongoing, open and respectful dialogue on diversity.
- 8 Create an environment for people to share opinions without attacks, retribution or denigration.
- 9 Find ways to celebrate/include difference when appropriate and possible.
- 10 Learn about the cultural backgrounds, lives and interests of others.
- 11 Create an inclusive work and classroom environment.. Only by recognizing and respecting individual differences and qualities can an organization fully realize its potential.
- 12 Include others in your focus by considering their needs and avoiding the perception that you view yourself as the "center of the universe."
- 13 Appreciate the value of diverse opinions in developing approaches to varying situations. Recognize that it does not equate to agreement if you listen, clarify what was said and ask questions to gain an understanding of others' opinions. In situations where disagreement results, learn to "agree to disagree" respectfully.
- 14 When planning events, ensure they are fully accessible to people with disabilities and the menu choices you provide do not exclude those with specific beliefs or dietary requirements.
- 15 Encourage your staff or student organization to consider and challenge their views of other people by conducting workshops that address diversity and inclusion.
- 16 Shift perspectives. Help others view differences as assets rather than as potential liabilities.
- 17 Challenge existing stereotypes. Question assumptions which might appear antiquated but in fact, are insidious ideas that prevent everyone from achieving their full potential.
- 18 Encourage your colleagues, class and friends to express their ideas and opinions and attribute a sense of equal value to all.
- 19 Do not refer to students, residents, or colleagues as "the black, Asian, gay or Muslim guy or girl," even in casual conversation.
- 20 Promote inclusivity, awareness and understanding with words as well as with actions and beliefs!