

Building Diversity, Equity, and Inclusion in the Workplace

A quick guide



Definition of Diversity, Equity, and Inclusion

- **Diversity:** Diversity simply refers to the representation of different social and demographic characteristics among employees in the workplace.
- **Equity:** Equity simply means a focus on ensuring fairness and justice distribution in the workplace. Whether it's resources, opportunities, or outcomes. With equity, leaders can address the disparities and biases that may exist within a team.
- **Inclusion:** Lastly, inclusion simply means creating a sense of belonging and fostering between all employees. This means an inclusive workplace where all individuals feel valued, supported, and most importantly, respected. It also involves people with disabilities.



How to Incorporate **Psychological Safety** in Building Diversity, Equity and Inclusion?

01

Safe Space for Discussion

Create a safe space for discussion. Encourage open and honest communication by creating a safe space where employees don't feel uncomfortable in sharing their opinions. Employees can share their thoughts without fear of retaliation or judgment. Leaders can try mixing up their teams to allow various perspectives to flow in.

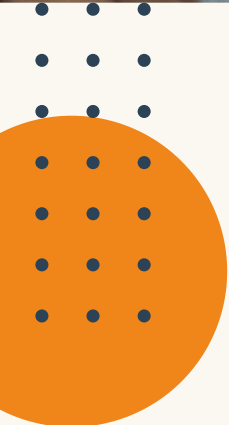


02

Inclusive Language and Policies

Use inclusive language in job descriptions and company policies to ensure that all employees feel represented and valued. This will make employee feels included.

As for the policies, the company can acknowledge a variety of upcoming religious and cultural holidays. Be respectful of these days when scheduling meetings, and understand that employees have different needs.



03

Acknowledge and Address Biases

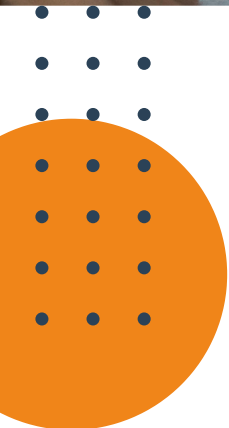
Understanding that there are always biases is one great way to foster DEI in the workplace. Leaders can start addressing this by helping employees understand how individuals are impacted by unconscious bias, and what actions continue to reinforce biases. Leaders can also try to implement implicit bias training to help employees recognize and address their own biases.

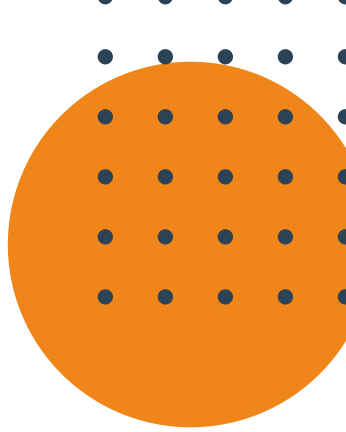


04

DEI Training

Leaders can also try to provide comprehensive DEI training for all employees, including leadership and HR professionals. This training should cover topics such as diversity awareness, bias, bias mitigation, and inclusive communication. Diversity training, hopefully, will help employees understand that cultural differences can impact how people work and how people interact at work. Diversity training that is offered as optional tends to be more effective than that which is made mandatory.





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