Maryland Chamber of Commerce 2020 Webinar Series

“Promoting Equity & Inclusion – Reducing Bias in the Workplace through Hiring, Retention, Development and Promotion”

Top 10 Tips for Building an Inclusive Workforce

1. Infuse Diversity & Inclusion into all aspects of the culture and business. It’s more than just a program — it must be a central element of the company’s DNA.

2. Be a company that listens, learns and responds to the feedback from employees and contributes to their success.

3. Launch Employee Resource Groups or a Diversity & Inclusion Council to create opportunities for employees at all levels to learn and get engaged.

4. Leverage a variety of platforms and channels (e.g. Microsoft Teams, company intranet, group chat, town halls, small group dialogues, etc.) to ensure all employees at all levels – and across all functions – have equal opportunity to participate.

5. Create employee development programs such as internal mentorship programs and external developmental programs.

6. Encourage employees to take an active role in their career by partnering with HR to complete a development plan that will result in achievement.

7. Have a presence around cultural celebrations such as Black History Month and Pride Month – and don’t feel tied to a specific month. Celebrate the uniqueness of cultures and individuals all year long!

8. Provide access to educational resources that may answer questions employees don’t want to ask publicly or help them formulate responses to questions they are trying to answer.

9. Meet employees where they are and provide everyone the opportunity to contribute to – and continue – the conversation. Getting employee buy-in is key!

10. Make employees feel valued and respected for who they are and the unique contributions they make.