

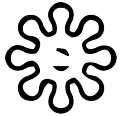
An aerial, high-angle photograph of a city, likely New York City, showing a dense grid of skyscrapers and buildings. A river flows through the center, with a bridge crossing it. The image is in grayscale, with a semi-transparent white overlay in the center where the text is placed. A thin yellow horizontal line is visible near the bottom of the page.

holistic

5 Things You Can Do To Foster Inclusion (Even From Your Bedroom)

April 17, 2020

THE CHALLENGE



We are dealing with an unprecedented crisis and series of challenges that have put companies in extremely difficult positions.



We believe it's more important than ever to meet employees where they are and provide them the assistance and support they need during this critical time.



People are more important to businesses than they've ever been.

WHO IS HOLISTIC?

Holistic is a modern people analytics company. We help companies build diverse, inclusive, vibrant workforces by using data and analysis to attract, retain, inspire, and motivate top talent. Our process allows us to:

- **GATHER** over 3,000 data points from 20+ data sources.
- **ANALYZE** this data using proprietary algorithms and formulae and running over 200 experiments.
- **MEASURE** a company's employee engagement and the inclusiveness of their organization and deliver a series of scores and ratings.
- **GROW** companies by developing a roadmap and timeline for positive change.

AGENDA FOR TODAY

Today's agenda:

1. **OPEN ACTIVITY** -- What are the challenges that you're hearing? What are some best practices that you've seen?
2. **SPECIAL GUEST INTERVIEW** -- Tamiya Aurel -- VP of People for United Way of Metropolitan Chicago
3. **5 THINGS** you can do to foster inclusion right now
4. **QUESTIONS AND IDEAS** discussion
5. **CONCLUSION AND NEXT STEPS**

OPEN ACTIVITY -- COMMON CHALLENGES

What are the common challenges you're hearing from employees?

What are you yourself worried about in your role?

What are some things that you've tried that have been successful in making your employees feel included?

SPECIAL GUEST -- TAMIYA AUREL



**Vice President, Human Resources,
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IDEA #1:

INVEST IN THE WELL-BEING OF OTHERS

EXPLANATION

- Taking the time to demonstrate through actions that as an employer you care will prove to pay off in the long-run, as employees want to feel supported during this time
 - Remind employees about the resources they have available to them during this time: EAP for mental health, PTO for taking care of loved ones, etc.
- It is a volatile time and employees feel vulnerable; companies can do their best to alleviate some of that stress by emphasizing a larger focus and moving towards that

BEST PRACTICES / IDEAS:

- The Facebook initiative with the hearts is a really great example of leading an inclusive life. This can be redoubled for the organization -- it's perfect for Slack -- and is an easy way of making space for people to feel engaged and to get help.
- There is a real opportunity for proactive investment in others, not just reactive. Reaching out to try and brighten someone's day is a true act of inclusion.
 - Thank you emails, notes, phone calls, facetimes, etc -- all acts of inclusion.

IDEA #2: INVEST IN (“META”PHYSICAL) SPACES

EXPLANATION

- Creating an environment where everyone feels comfortable remains a crucial component -- even as we are not all physically in the same location (like the office)
- Explore “space” in all senses of the word

BEST PRACTICES / IDEAS:

- Conduct an inclusion audit of your professional spaces -- think about your physical office space, but also look at your website, employee handbook, marketing materials, email signature, etc.
- Think about the changing nature of your physical space -- e.g. can your Zoom background be something in line with your values or inclusion? That is free real estate that is either not being used or is being used for a joke.

IDEA #3: INVEST IN YOUR DATA / INFORMATION

EXPLANATION

- Make sure it's clean, robust, organized, and accurate
- Correct, up-to-date data is a tool that provides insight into your organization
 - How can you make progress and create measurable metrics if you are unaware of where you currently are or if the data is from years past?

BEST PRACTICES / IDEAS:

- Now is a great time to ensure that you have accurate demographic information about your employees and that you give them a chance to weigh in on who they are and what's important to them.
 - Holistic has a free tool for this!
- Other things to look at: policies / procedures, employee ID information, website being updated, onboarding manuals, handbook, etc.

IDEA #4: INVEST IN YOUR VALUES

EXPLANATION

- Values should act as guiding principles that shape the direction of your organization
- These core tenets have the ability to make your employees feel heard and to align with the culture that you hope to promote through actions, behavior, and language that employees carry out

BEST PRACTICES / IDEAS:

- Ask yourself: how can your company play out its values during this time? What does it truly mean to be collaborative, trustworthy, gritty, etc.?
 - *Don't let values sit as a bullet points on your corporate intranet! Infuse them in your daily work practice and remind your employees of their use*
- Conduct a survey, focus groups, ideation sessions on values -- how are they working for us right now?

IDEA #5: INVEST IN YOUR TIME

EXPLANATION

- Taking time to provide counsel, gather resumes, talk to others, take “meetings” that normally would have fallen off.
- Taking time to educate yourself on key concepts -- e.g. the Rooney Rule.

BEST PRACTICES / IDEAS:

- Familiarize yourself with best practices through published literature and articles, take advantage of the wealth of resources like webinars, online courses, software trainings, that are in abundance right now on people matters
 - What can you be doing now that you didn't have the luxury of doing before? Think: meetings with leadership, crafting an inclusion strategy, evaluating ERG effectiveness, etc.
- Spending an hour a week with interns, potential job seekers, networking etc. is possible in a way that it wasn't before.

OPEN DISCUSSION -- OTHER IDEAS

What else are you
doing to foster
inclusion while
working out of
home?

TO-DOs

There's a lot that you, as a leader, can do right now for your employees:

- Communicate!
 - Be honest, sincere, present and real.
 - Use these tools and others!
-
- **And, of course**





WASH YOUR HANDS! (AND THANK YOU!)

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