

Wednesday

WeBelong Monthly:

Inclusive Workplaces in the Virtual & Remote Environment



Key Aspects

Creating an inclusive work environment is important whether the team works remotely, in person or on a hybrid schedule. In order to support a remote work environment, there are some modifications necessary to intentionally create an inclusive environment.

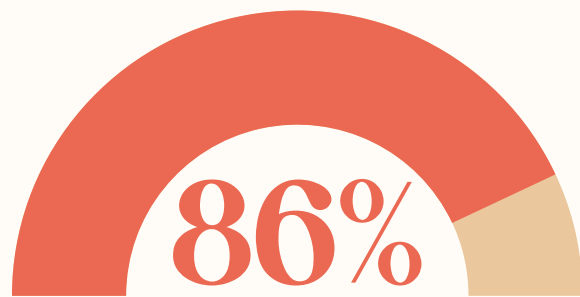
- **Embrace Diversity:** Embracing diversity is an essential component of inclusivity. It means creating a work environment that values differences in race, gender, ethnicity, age, religion, ability, sexual orientation, and more.
- **Communication:** Communication needs to be clear and transparent, and team members should be encouraged to voice their opinions and concerns, without the fear of backlash or judgement
- **Accessibility:** This means making sure that all communication and collaboration tools are accessible and easy to use.

Key Aspects Continued

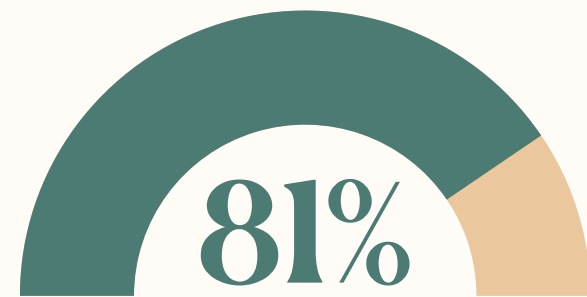
- **Flexibility:** Different team members may have different schedules, time zones, or other obligations that need to be accommodated.
- **Team Building:** Team building activities can help build connections and promote a sense of community among team members. These activities can be done virtually, and they can help to create a sense of belonging and inclusion.
- **Celebrate Differences:** Celebrating differences is an essential part of creating an inclusive remote work environment. This means recognizing and valuing the unique perspectives and experiences that each team member brings to the table.
- **Training & Development:** Providing training and resources to employees and managers to increase awareness and understanding of diversity and inclusion issues.

Talent Want Flexibility

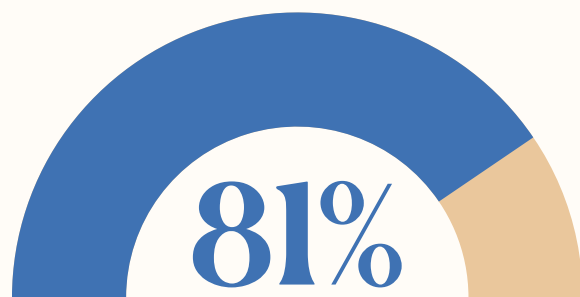
According to a 2021 pulse survey from Future Forum, these were the percentage of respondents who said they prefer a hybrid or fully remote work arrangement.



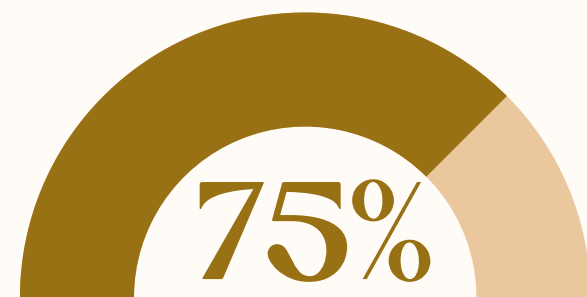
Hispanic



Asian/Asian-American



Black



White

The Impact

Here are just some of the ways remote work opportunities have impacted workforce data.

20%

increase in the share of women applying for remote jobs

10%

increase in the share of women who accepted a remote job offer

16%

increase in the share of Latino applicants

5%

increase in confirmed hire of Latino applicants

17%

increase in the share of Black applicants

24%

increase in confirmed hires of Black applicants

HOW CAN WORKPLACES BE MORE INCLUSIVE?

Best Practices

General Considerations

- Re-imagine the employee experience to create an environment that supports the virtual or hybrid work
- Use a remote-first approach, create the standard approach to support virtual team members
- Survey team members on work experience and environment
- Include DEIB principles throughout the org's mission, vision, and culture code
- Share DEIB initiatives, goals and information on org's ERG or other groups on company website; incorporate throughout all policies and processes
- Use reasonable font sizes & color contrasts that pass the Web Content Accessibility Guidelines (WCAG)
- Use inclusive language throughout all communications

Best Practices

Communication/Connection

- Implement inclusive communication practices to help employees feel and be heard
 - Use the chat or hand-raise functionality during meetings
 - Record meetings regularly to accommodate different schedules, time zones, etc.
 - Use captions in virtual meetings
 - Provide an option for anonymous feedback or reporting channels
- Check on team members regularly & hold consistent 1:1s for connection
- Offer opportunities for virtual team connects
 - Include fun activities, virtual lunches or offer to participate in any established ERGs
 - Create hubs by geography and encourage in person meets ups

Best Practices

Hire/Onboard

- Offer inclusive interview training and unconscious bias training
- Use interview guides to create a consistent interview experience
- Ensure diverse resources, organizations and sources are utilized to attract talent
- Include advocacy and allyship in onboarding initiatives, connecting new hires with diverse leaders, and providing DEIB-specific training during the onboarding phase
- Consider if a cohort hiring and onboarding to onboard and train team members with the same content and pace to aid in their development

Best Practices

Perform/Grow

- Encourage employees from different backgrounds to apply for leadership positions
- Create and implement fair promotion decision-making processes
- Offer virtual training, meetups with other team members or one-on-one chats, cross-functional team projects, etc.
- Ensure note taking and other admin work is shared across the group
- Create mentoring programs with diverse slate of mentors
- Implement compensation benchmarking and pay equity analysis; follow with pay transparency policies and practices
- Train managers on creating and supporting an inclusive work environment

Call to Action

- Re-imagine the employee experience to ensure every aspect of the talent journey creates an experience that supports the virtual or hybrid work environment
- Provide consistent and attainable development opportunities for virtual and in-person team members to receive training, mentoring and exposure to different perspectives, departments, and leaders
- Update your meeting settings to include closed captioning (and language translations where possible)
- Send the content you are sharing when sharing screen so team members can open on their own screen as well
- When hiring remotely, use location filters for cities and states with diverse populations
- Re-evaluate all roles within the organization and identify which (if any) can be done remotely, in flexible time zones, on flexible schedules, etc.
- Encourage spaces where employees can explore shared interests and learn about others.