culturemonkey

20

WORKPLACE CULTURE GUIDE

20 Inclusion examples in the workplace

Everyday behaviors, team practices and company policies, each with an owner and one survey question to check it.

7 everyday behaviors | 7 team practices | 6 company policies

Everyday inclusive behaviors at work (examples 1 to 7)

Anyone can start today

Score each question from 1 (strongly disagree) to 5 (strongly agree) in a short anonymous pulse.

01

Share airtime in meetings

Open with a quick round so everyone speaks once, then ask quieter people for their view by name.

✓ "In team meetings, everyone gets a fair chance to speak."

Owner: Meeting lead

02

Credit ideas to the person who raised them

Name the person who first raised an idea, especially when someone more senior repeats it later.

✓ "When I contribute an idea, I get credit for it."

Owner: Everyone

03

Say names correctly and use the name people ask for

Ask how to pronounce a colleague's name and use the name they prefer everywhere.

✓ "People here address me the way I prefer."

Owner: Everyone

04

Share information with everyone at the same time

Post decisions in one shared channel so remote, shift and office staff hear them together.

✓ "I get the information I need at the same time as my peers."

Owner: Managers

05

Ask for input before decisions, then close the loop

Ask the people a decision affects for their view, then explain which input changed the outcome.

✓ "My manager asks for my view before decisions that affect my work."

Owner: Managers

06

Step in when someone is talked over or targeted

Say "Let's hear Sam finish" when someone is cut off. This everyday allyship protects people who rarely speak up.

✓ "If someone is treated unfairly on my team, others speak up."

Owner: Everyone, managers first

07

Hold one-on-ones that ask about support needs

Ask every direct report the same open questions, such as "What support would help?"

✓ "My manager understands what I need to do my best work."

Owner: Managers

Team practices that build inclusion (examples 8 to 14)

Team leads run these

Score each question from 1 (strongly disagree) to 5 (strongly agree) in a short anonymous pulse.

08

Rotate meeting times across time zones

Rotate recurring slots so the same people are not always on early or late calls.

✓ "Meeting times on my team work for everyone, wherever they are."

Owner: Team lead

09

Send agendas early and accept written input

Share the agenda a day ahead and invite written comments from people who prefer to think first.

✓ "I can contribute to team decisions even when I do not speak in the meeting."

Owner: Meeting lead

10

Pair every new hire with an onboarding buddy

Give each new hire a peer outside their reporting line for the first 90 days.

✓ "In my first months here, I had someone to go to with questions."

Owner: HR and team lead

11

Share stretch assignments fairly

Post visible projects with clear criteria and track who gets them each quarter.

✓ "Stretch assignments on my team go to people fairly."

Owner: Team lead

12

Agree team norms together

Write down how the team shares views, disagrees and replies, and revisit it twice a year.

✓ "My team has clear norms for how we work and disagree."

Owner: Team lead

13

Plan events everyone can join

Hold some events in work hours, offer alcohol-free options and pick accessible venues.

✓ "Team events are planned so everyone can take part."

Owner: Team lead and HR

14

Spread recognition beyond the loudest voices

Use peer recognition and rotate shout-outs so quieter, behind-the-scenes work is seen too.

✓ "Good work on my team is recognized, whoever does it."

Owner: Team lead

Inclusive culture examples: company policies (examples 15 to 20)

HR and leadership set these

Score each question from 1 (strongly disagree) to 5 (strongly agree) in a short anonymous pulse.

15

Use structured, bias-checked hiring

Ask every candidate the same questions and score them on the same criteria, so bias has less room.

✓ "The hiring process here was fair to me."

Owner: Talent acquisition

16

Review pay and promotions openly

Publish how pay and promotion decisions are made and review results by group every year. See this guide to pay equity.

✓ "I understand how pay and promotion decisions are made here."

Owner: HR and finance

17

Fund resource groups open to everyone

Give each group a budget and a sponsor, and keep membership open to every employee. See this guide to employee resource groups.

✓ "I feel part of a community at work."

Owner: HR and an executive sponsor

18

Make accessibility the default

Caption meetings, choose accessible tools and make adjustment requests simple, fast and private.

✓ "I can get the tools or adjustments I need without a struggle."

Owner: HR and IT

19

Offer flexible leave for cultural and religious observance

Offer floating holidays so people can take the days that matter to them, with no explanation required.

✓ "I can take time off for the days that matter to me."

Owner: HR

20

Give people safe ways to raise concerns

Offer more than one channel, including an anonymous one, and protect people who speak up from retaliation.

✓ "I can raise a concern here without fear of negative consequences."

Owner: HR and leadership

How to check if inclusion is working

A quarterly routine

1. **Pick one question per example.** Use the “Check it” question from each example you run.
   Owner: HR
2. **Run a short anonymous pulse every quarter.** Send it by email, SMS, QR code or chat.
   Owner: HR
3. **Read results by team and group.** Show a group only when it meets your minimum size.
   Owner: HR business partners
4. **Compare with last quarter.** Look for drops in one team, even when the average holds.
   Owner: HR
5. **Act on the two lowest scores.** Agree one action each with the manager and say what changed.
   Owner: Managers with HR

Find out which teams feel included

CultureMonkey runs anonymous inclusion pulses in every channel and language, and shows results by team without exposing anyone.

Read the full guide at culturemonkey.io