

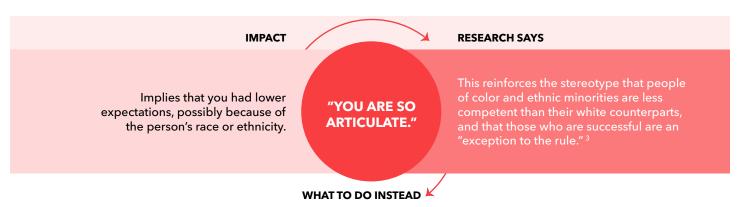
Even with the best intentions, we can say or do things that are offensive and hurtful. Getting past these missteps means recognizing that our words matter. This means taking action by using words that create inclusive environments where people feel both that they are valued and that they belong.¹

RACE & ETHNICITY

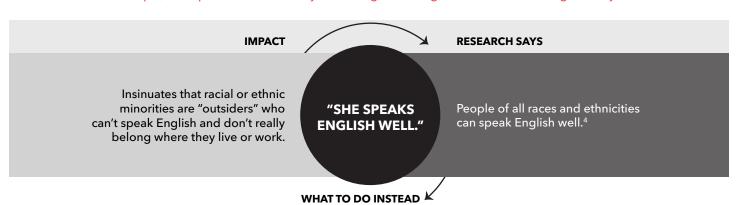
Ignoring differences can stifle trust, authentic communication, and your ability to connect with someone who is different from you in some way. "WE DON'T SEE COLOR—ONLY PEOPLE." It is not racist to see a person's race or ethnicity—it is in fact a natural tendency. Avoiding conversations about race to maintain neutrality will not create an ideal work environment for all employees.²

WHAT TO DO INSTEAD

Ask your colleagues who have a different racial, ethnic, or cultural background than yours if they feel your workplace honors their identity and experiences.



Provide concrete examples of why and how you felt the individual excelled. For example, "Your presentation was very motivating, and it aligned with our business goals very well."



Unless the person has previously struggled with the English language and has made vast improvements, it is better to congratulate your peer on the content of their work.

Shutting down authentic conversations disempowers and shames people by diminishing their experiences, feelings, and sense of worth. WHAT TO DO INSTEAD RESEARCH SAYS Minimizing another person's experiences can raise tensions, lead to defensiveness, and reinforce exclusion. 5

Step into another person's shoes and learn more about their experiences. For example, "I recognize that this is important to you; I'd like to understand more..."

Questioning the qualifications of other colleagues can make them feel that they must always "prove" themselves worthy to be in their role. "SO, HOW DID YOU GET THIS NEW POSITION?" Some people assume that people of color have benefitted from special treatment through affirmative action or quota systems and are therefore not qualified.

Congratulate your colleague on the new position. Ask questions such as, "What energizes you about your new role?

How can I support your transition? How can we team up to advance our company's mission?"

FLIP THE SCRIPT

PAY ATTENTION

Are your words authentic, thoughtful, and carefully chosen, yet not so stilted as to stifle open discussion?

LEARN FROM OTHERS

Ask your colleagues if they have ever experienced or witnessed biased behavior.
What did it look like?
What was said?

BE ACCOUNTABLE

Ask a colleague: "Can I count on your help to give me honest, constructive feedback if I use words that are hurtful or offensive to you, in the moment or later?"

SOURCES

- 1. Catalyst, Engaging in Conversations About Gender, Race, and Ethnicity in the Workplace (Catalyst, 2016).
- 2. Derald Wing Sue, Christina M. Capodilupo, Gina C. Torino, Jennifer M. Bucceri, Aisha M. B. Holder, Kevin L. Nadal, and Marta Esquilin, "Racial Microaggressions in Everyday Life: Implications for Clinical Practice," *American Psychologist* (May-June 2007): p. 271-286; Michael I. Norton and Evan P. Apfelbaum, "The Costs of Racial 'Color Blindness'," *Harvard Business Review*, vol. 91, no. 7/8 (July-August, 2013): p. 22; Catalyst, *Engaging in Conversations About Gender, Race, and Ethnicity in the Workplace* (Catalyst, 2016).
- 3. Derald Wing Sue, "Microaggressions: More Than Just Race," Psychology Today, November 2010.
- 4. Derald Wing Sue, Jennifer Buccei, Annie I. Lin, Kevin L. Nadal, and Gina C. Torino, "Racial Microaggressions and the Asian American Experience," Culture Diversity and Ethnic Minority Psychology, vol. 13 no. 1 (2007): p. 72-81; Shirin Hakimzadeh and D'Vera Cohn, English Usage Among Hispanics in the United States (Pew Research Center, 2007); Benjamin Herscovitch, "English is the Language of the Asian Century," Australian Broadcasting Corporation, September 12, 2012.
- 5. Catalyst, Engaging in Conversations About Gender, Race, and Ethnicity in the Workplace (Catalyst, 2016); Jean Kantambu Latting and V. Jean Ramsey, Reframing Change: How to Deal with Workplace Dynamics, Influence Others, and Bring People Together to Initiate Positive Change (Santa Barbara, CA: Praeger, 2009).
- 6. Derald Wing Sue, Christina M. Capodilupo, Gina C. Torino, Jennifer M. Bucceri, Aisha M. B. Holder, Kevin L. Nadal, and Marta Esquilin, "Racial Microaggressions in Everyday Life: Implications for Clinical Practice," American Psychologist (May-June 2007): p. 271-286.
- 7. Catalyst, Engaging in Conversations About Gender, Race, and Ethnicity in the Workplace (Catalyst, 2016).



