

DAILY SUMMARY



Day 4: October 21

Simply said:

When it comes to jobsite culture, it has to be practiced and lived daily. Everyone has to **BE ABOUT IT** and not just talk about it.

Day Four Jobsite Culture-

Establishing and maintaining a positive jobsite culture means that everyone gets to experience a work place that is inclusive and respectful. We know what a good jobsite culture feels like – it's the job that everyone wants to be on because it looks and feels welcoming. We also know that a good culture leads to a safer and more productive job, one that provides higher value to our client and allows each and every worker to perform their best work.

Everyone must actively care for each other and ensure that everyone feels both physically and psychologically safe. Jobsites are our work homes, they are where we spend our days, and they are where we gather the emotions, attitudes, and behaviors that we bring home to our families. We should expect to get a high level of respect and standard of care where we work. We must create work places which are equitable and meet the needs of all employees, industry-wide. We need to ensure jobsites are free of bias and harassment; where all are treated with respect; sites in which our professional opinions are heard and valued and all have a seat at the table. Additionally, our clients appreciate and have come to expect a diverse and respectful workplace. This is not diversity on paper only, we need to foster collaborative and inclusive teams where everyone can do their best work and deliver for our clients.

| CIW Daily Video | Toolbox Talks | At Home Activities |
|------------------------------|---|------------------------------------|
| Day 4 Video - COMING SOON | Sustaining the Right Behaviors Build Belonging Diversity at Work Respectful Workplaces 2021 Mental Health | CIW Coloring Book - COMING SOON |

Please share what you've learned by posting using the hashtag **#ConstructionInclusionWeek** and tag us on Instagram, LinkedIn, Twitter, and Facebook!



DAILY SUMMARY



Day 4: October 21

EXTERNAL RESOURCES To Watch To Read (CIW YouTube Playlist) Hard Hatted Woman Hate Symbols Database Anti-Defamation League Resource Library HollaBack How to be an Inclusive Leader," Jennifer Brown "The Leader's Guide to Unconscious Bias," Pamela Fuller "How to be an Antiracist," Ibram Kendi "White Fragility" Robin Diangelo



TOOLBOX TALK

Sustaining the Right Behaviors

It takes each one of us to create and maintain an environment that insists on respect. It takes courage to:

- Actively care for others
- Become an anti-racist
- Recognize the impact of our words and actions on others
- Acknowledge our own biases and blind spots

When making a change or improvement, it's important to reflect on our own behaviors.

Consider:

- What does the right environment feel like to you?
- How do you feel you are being treated?
- What have you seen or heard that's better?
- What has surprised you?
- How have you thought or behaved differently?
- Where is there still room for improvement?
- What is getting in the way of improvement?

Change is a journey that all of us make.

Your Commitment

Change is a journey. It takes time and effort. It is intentional. Only you can decide for yourself to do something that helps to build a culture of respect. When we expand our awareness, get to know one another better, and learn to appreciate our differences, everyone can feel valued and do their best.

What's one commitment that I will make to create an environment of respect?

Working Together

Along with our own commitments, we should honor the journey of others.

- If you see something, say something.
- If you give feedback to someone, do it with respect.
- If you have hurt someone (intentionally or unintentionally) and they provide feedback, assume positive intention, accept it with respect, and apologize.

Learning and Discussion Resources

(scan codes with mobile phone camera or access web links)



How to Build Trust and Relationships

https://www.youtube.com/watch?v=wtNOq1Bwtt4



Understanding Empathy

https://youtu.be/vAJ6jDoePyY



Empathy – Best Speech of All Time by Simon Sinek I

Inspiritory

https://www.youtube.com/watch?v=IJyNoJCAuzA



Brené Brown on Empathy

https://www.youtube.com/watch?v=1Evwgu369Jw



DÍA CUATRO: Cultura en el lugar de trabajo

TOOLBOX TALK

Mantener los comportamientos correctos

Cada uno de nosotros debe crear y mantener un entorno que insista en el respeto. Se necesita coraje para:

- Cuidar activamente a los demás
- Conviértete en un antirracista
- Reconocer el impacto de nuestras palabras y acciones en los demás.
- Reconocer nuestros propios prejuicios y puntos ciegos.

Al realizar un cambio o una mejora, es importante reflexionar sobre nuestros propios comportamientos. •

Considerar:

- ¿Qué le parece el entorno adecuado?
- ¿Cómo se siente que lo están tratando?
- ¿Qué ha visto o escuchado que sea mejor?
- ¿Qué te ha sorprendido?
- ¿Cómo has pensado o te has comportado de manera diferente?
- ¿Dónde hay todavía margen de mejora?
- ¿Qué se interpone en el camino de la mejora?

El cambio es un viaje que todos hacemos.

Tu compromiso

El cambio es un viaje. Toma tiempo y esfuerzo. Es intencional. Solo usted puede decidir por sí mismo hacer algo que ayude a construir una cultura de respeto. Cuando ampliamos nuestra conciencia, nos conocemos mejor y aprendemos a apreciar nuestras diferencias, todos pueden sentirse valorados y hacer lo mejor que pueden.

¿Cuál es un compromiso que haré para crear un ambiente de respeto?

Trabajando juntos

- Junto con nuestros propios compromisos, debemos honrar el camino de los demás.
- Si ves algo, di algo.
- Si le das retroalimentación a alguien, hazlo con respeto.
- Si ha lastimado a alguien (intencional o involuntariamente) y le brindan comentarios, asuma una intención positiva, acéptela con respeto y discúlpese.

Aprendizaje y Recursos de discusión (escanear códigos con la cámara del teléfono móvil o acceder a enlaces web)



Cómo generar confianza y relaciones

https://www.youtube.com/watch?v=wtNOq1Bwtt4



Entender la empatía

https://youtu.be/vAJ6jDoePyY



Empatía: el mejor discurso de todos los tiempos by

Simon Sinek | Inspiritory

https://www.youtube.com/watch?v=IJyNoJCAuzA



Brené Brown sobre la empatía

https://www.youtube.com/watch?v=1Evwgu369Jw



TOOLBOX TALK

What Does Inclusion Mean?

Inclusion is a feeling of belonging. An inclusive workplace exists when employees are valued, respected, accepted and encouraged to fully participate in their organization. People who feel included perform better and have fewer accidents, creating a more productive and safer workplace for everybody.

Let's look at some scenarios and discuss whether these are inclusive:

Scenario 1:

There is a new employee at your company whose name you've never heard before. Every time you talk to them, you can't remember how to say their name, so you pronounce it how you think it sounds. You are not pronouncing it correctly.

Scenario 2:

A problem comes up on the jobsite. Your supervisor suggests a solution to the problem. You speak up and provide an alternative solution you think will work better. Your coworkers agree that your solution is the best option. Your supervisor moves forward with the solution you provided.

Scenario 3:

A coworker always complains when somebody brings food into work that has a strong smell. A new employee starts and brings their lunch from home. You gently warn them not to bring any food into work that might smell or your coworker will complain loudly and demand to know who is eating the "smelly" food.

How does Culture of CARE Create an Inclusive Workplace?

Culture of CARE simply lays the foundation for what is and is not acceptable behavior on a jobsite. It is up to each of us to acknowledge that everyone on site adds value, deserves respect and has an opportunity to contribute to the work. Creating a Culture of CARE helps everyone feel more comfortable and confident speaking up, sharing new ideas, and working to stop harassment, hazing, bullying, threats and intimidation.

Ways You Can Contribute to a Culture of CARE:

Acknowledge differences, with respect

- Welcome ideas that are different from your own
- Observe diverse traditions, celebrations and holidays from other cultures

Treat people how THEY wish to be treated rather than how YOU wish to be treated

- Social activities and practices that are comfortable for you may not be comfortable for others
- Get to know your coworkers; ask them about their family, values or hobbies

Speak up and support diversity issues that are not necessarily your own

Understand the diversity you personally bring to the organization

• Each of us is different and adds value because of these differences

Understand the diversity you personally bring to the organization

 If you routinely go to the same people for ideas, you aren't necessarily being open to the diversity of thought others provide and may be unintentionally excluding some of your coworkers

Rotate who initiates or leads meetings

 Even informal meetings or toolbox talks can be enhanced by a new person's perspective or leadership style





DÍA CUATRO: Cultura en el lugar de trabajo

TOOLBOX TALK

¿Qué significa la inclusión?

La inclusión es una sensación de pertenencia. Un lugar de trabajo inclusivo existe cuando los empleados son valorados, respetados, aceptados y alentados a participar plenamente en la organización. Aquellos que se sienten incluidos se desempeñan mejor y tienen menos accidentes, lo que genera un lugar de trabajo más seguro y productivo para todos.

Analicemos algunas situaciones y debatamos si son o no inclusivas:

Situación 1:

Hay un empleado nuevo en su empresa, cuyo nombre nunca antes había escuchado. Cada vez que habla con esta persona, no puede recordar cómo se dice su nombre, de manera que lo pronuncia como cree que suena. No lo está pronunciando bien.

Situación 2:

Surge un problema en el lugar de trabajo. Su supervisor sugiere una solución al problema. Usted da su opinión y propone una solución alternativa que cree que funcionaría mejor. Sus compañeros están de acuerdo en que su solución es la mejor opción. Su supervisor avanza con la solución que usted propuso.

Situación 3:

Un compañero se queja siempre cuando alguien lleva comida que tiene olor fuerte al trabajo. Un empleado nuevo comienza a llevar su almuerzo desde su casa. Usted le advierte gentilmente que no lleve comida al trabajo que pudiera tener olor, sino su compañero se quejará y exigirá saber quién tiene la comida "apestosa".

¿De qué manera la cultura del CUIDADO crea un lugar de trabajo inclusivo?

La cultura del CUIDADO sencillamente sienta las bases para lo que es un comportamiento aceptable y lo que no en un lugar de trabajo. Nos corresponde a cada uno de nosotros reconocer que todos los que conformamos el lugar agregamos valor, merecemos respeto y tenemos una oportunidad para contribuir al trabajo. Crear una cultura del CUIDADO ayuda a que todos se sientan más cómodos y confiados para dar sus opiniones, compartir ideas nuevas y trabajar para frenar el acoso, las novatadas, el abuso, las amenazas y la intimidación.

Maneras en las que puede contribuir a una cultura del CUIDADO:

Reconozca las diferencias con respeto:

- Acepte las ideas diferentes a las propias.
- Conmemore diversas tradiciones, celebraciones y feriados de otras culturas.

Trate a los individuos de la manera en la que ELLOS desean que los traten y no a SU manera:

- Es posible que otras personas no se sientan cómodas con las actividades y las prácticas sociales con las que usted sí.
- Llegue a conocer a sus compañeros de trabajo; pregúnteles sobre sus familias, valores o pasatiempos.

Dé su opinión y apoye los problemas de diversidad, aunque no sean los propios.

Entienda la diversidad que personalmente aporta a la organización.

 Cada uno de nosotros es diferente y agrega valor gracias a estas diferencias.

Busque ideas nuevas:

 Si todos los días se dirige a las mismas personas en busca de ideas, no está siendo muy receptivo a la diversidad de pensamiento que los demás tienen y es posible que, sin darse cuenta, esté excluyendo a algunos de sus compañeros.

Alterne quién inicia o dirige las reuniones:

Incluso las Charlas sobre información práctica o las reuniones en la obra pueden mejorar a través de las perspectivas o los estilos de liderazgo de personas nuevas.





TOOLBOX TALK

Talking about Diversity at Work

Course Goal: This reflection activity will help you explore your own perspectives and experience with Diversity. It is designed to help you develop more self-awareness and better engage in conversations about differences at work.

Estimated Course Length: 20-25 minutes.



TOOLBOX TALK

Talking about Diversity at Work

Reflection Exercise 4

| = | Talking about Diversity @ Work | = | Final Reflection |
|-------|-------------------------------------|------|---|
| WHAT | DOES "DIVERSITY" MEAN? | PECT | PRACTICES FOR TALKING ABOUT DIVERSITY |
| = | Look Around | BEST | PRACTICES FOR TALKING ABOUT DIVERSITY |
| | | = | Best Practices for Talking About Diversit |
| = | Defining Diversity | = | Resources |
| = | Diversity in the Workplace | | |
| = | Reflection Exercise 1 | | |
| DIVER | SITY AT WORK | | |
| = | Why Diversity Matters at Work | | |
| = | Starting a Conversation | | |
| = | Reflection Exercise 2 | | |
| = | My Diversity Timeline | | |
| = | Reflection Exercise 3 | | |
| SCIEN | CE SUPPORTS HOW YOU MAY BE FEELING! | | |
| = | The Science of Diversity | | |
| = | The Science of Diversity Continued | | |

Please share what you've learned by posting using the hashtag **#ConstructionInclusionWeek**



TOOLBOX TALK

Talking about Diversity at Work

The topic of **Diversity**, **Equity and Inclusion** (**DEI**) and racial justice continue to emerge as a critical focus of our society and many organizations.

We are committed to ensuring our workplace is one where we embrace diversity and our culture fosters inclusion so team members can experience belonging and be the best version of themselves at work.

Before Beginning:

Print the accompanying worksheet. You'll use it to complete the course Reflection Activities.

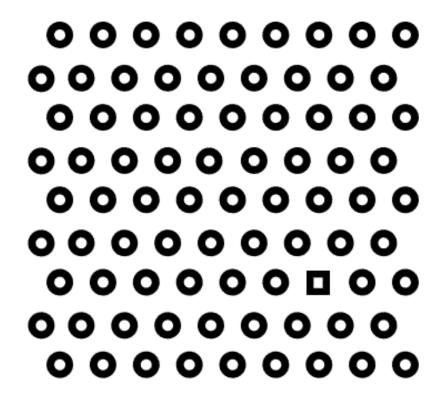
This document is for your own reflection. You will not be asked to turn it in or share it with anyone.



TOOLBOX TALK

Talking about Diversity at Work

Take a moment to look around you right now.



Really notice the objects and items in your environment.



TOOLBOX TALK

Talking about Diversity at Work

Step 1

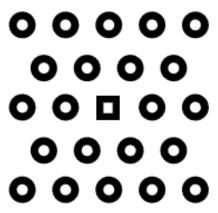
Do you see something?

Take notice of something that has been there for a long time, but you no longer notice.



TOOLBOX TALK

Step 2



Or something that is unusual?

Is there anything that stands out to you as unusual?



TOOLBOX TALK

Talking about Diversity at Work

Our brains are trained to look for patterns and uniqueness.



When we see the same things over and over, we tend to overlook them or we tend to not 'see' them anymore. Of course, the same goes with the people around us.

This process plays into how we perceive and react to **Diversity.**



TOOLBOX TALK

| Defining Diversity | |
|---|---------|
| | |
| Diversity is the rich difference between people ir ways they are unique, both seen and unseen. | all the |
| Diversity is not related to an individual, rather Diversity is about a collective or a group relationship to others. In our organization, we believe that difference should be recognized | - |
| When we leverage our, we can drive towards better outcomes. | |
| - Similarities? | |
| - Differences? | |
| We believe differences should be recognized and celebrated. | |

Please share what you've learned by posting using the hashtag **#ConstructionInclusionWeek**



TOOLBOX TALK

Diversity at Work

By bringing in diverse perspectives and experiences, companies realize more innovation and better results.

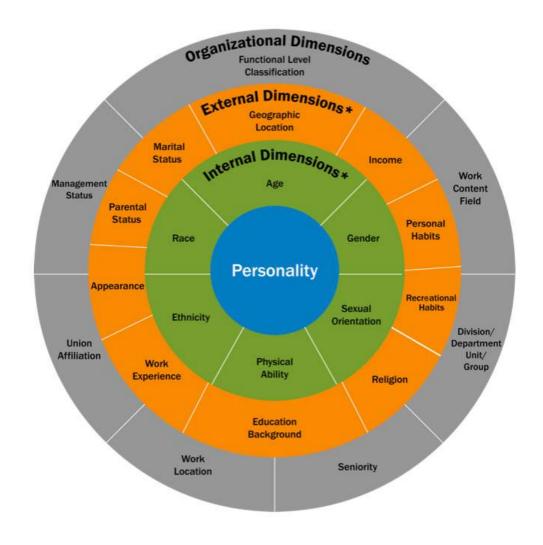
In addition, when people feel they are included and belong, team member engagement and retention increases.

Despite many companies' good intentions, team members frequently report that their past experience with corporate Diversity efforts have missed the mark. We want to change that.



TOOLBOX TALK

Talking about Diversity at Work



Gardenswartz and Rowe, 2003

Our differences are measured in many ways; some are less obvious than others.

The Wheel of Diversity represents several ways in which we can measure our differences. It's important to note, there are many dimensions of difference not reflected in this graphic.

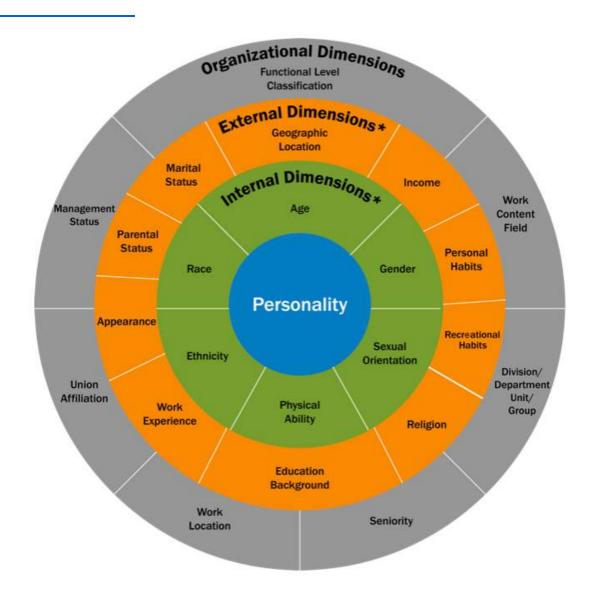
Please share what you've learned by posting using the hashtag #ConstructionInclusionWeek



TOOLBOX TALK

Talking about Diversity at Work

Reflection Exercise 1



Gardenswartz and Rowe, 2003



TOOLBOX TALK

Talking about Diversity at Work



Reflection

Complete EXERCISE 1 of the Talking About Diversity @ Work printout. Use the PDF you downloaded to record your response(s).

Look at the Wheel of Diversity and notice where you might feel ease and where you might feel tension when considering various aspects of diversity. What do you notice?



TOOLBOX TALK

Talking about Diversity at Work

We want to make it safe to discuss what's really on your mind, and the unspoken realities of race, identity, disability, and the other multitude of ways we might be different from each other. We want to address the real issues and be respectful, but not reinforce what might cause worry or keep us from engaging in these conversations in the first place.

Starting a Conversation

This can be a difficult topic to discuss.







TOOLBOX TALK

Talking about Diversity at Work





You might notice some people may shy away, feeling unsure of their role in the conversation.





While others feel empowered to launch into the discussion.

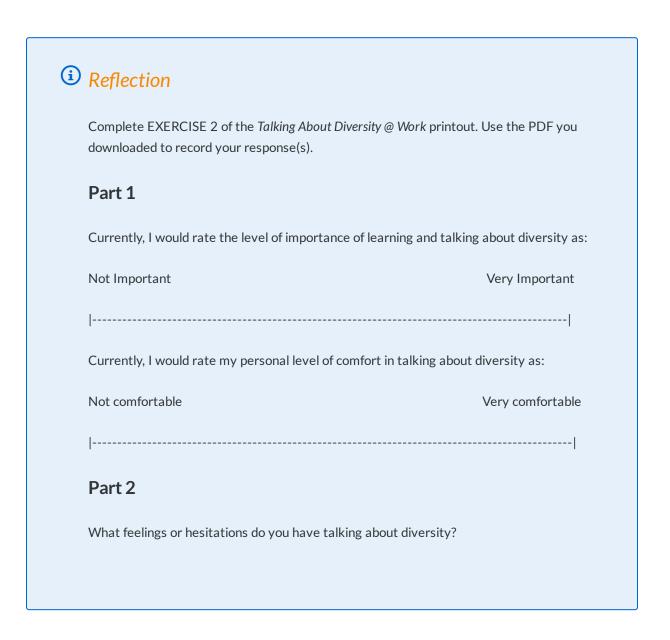
Please share what you've learned by posting using the hashtag **#ConstructionInclusionWeek**



TOOLBOX TALK

Talking about Diversity at Work

Reflection Exercise 2





TOOLBOX TALK

My Diversity Timeline

Our experience with diversity can influence our level of comfort.

MY DIVERSITY TIMELINE



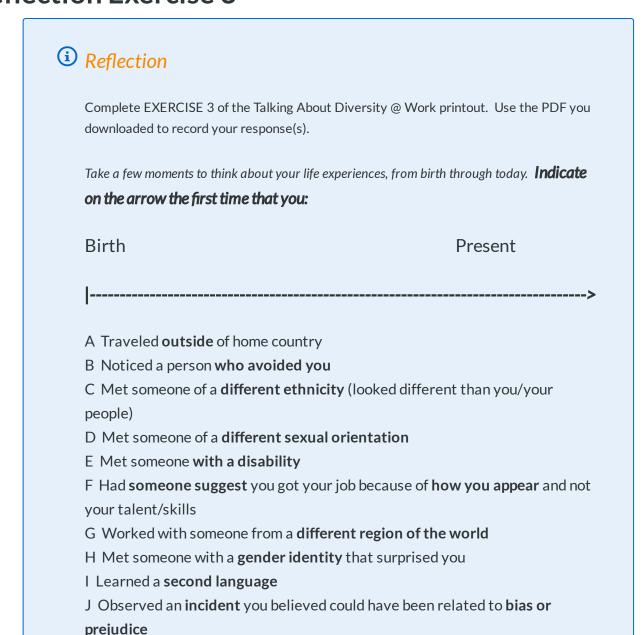
In the next exercise, you will reflect on your life experiences and how they shaped your perspective around Diversity.



TOOLBOX TALK

Talking about Diversity at Work

Reflection Exercise 3



K Experienced racial profiling or personal discrimination



TOOLBOX TALK

The Science of Diversity

Years of research show that our brains and bodies function together to ensure our safety and well-being.

This research reinforces that we are wired for connection.

Ways we seek to interact and engage in relationships with others:

- 1 Shared smiles amongst strangers
- 2 A desire for eye contact
- A child reaching out to hold a parent's hand
- 4 A hug between loved ones



TOOLBOX TALK

The Science of Diversity Continued

THE SAFER WE FEEL, the more open we are to connecting and being vulnerable with others.



When we feel this way ...
Our brains will release oxytocin,
serotonin, and dopamine, which increase
a feeling of well-being and safety, and
support our brain to function in a
creative, innovative and intentional



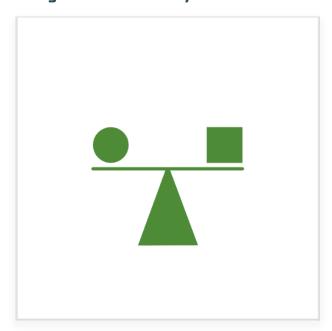
At the same time ...

If there is any sense of threat or danger, adrenaline begins to pump, and a human will to begin go through feelings of fight or flight and will pull in and hold back, potentially shutting down.



TOOLBOX TALK

Talking about Diversity at Work



The balance of mental and physical safety ...

Has been referred to as the level of psychological safety and biological safety.



When team members feel safe ...
In their work environment they are able to share perspectives that differ from others, make mistakes, and try new things without the fear of personal threats such as retribution or loss of support or status.



TOOLBOX TALK

Talking about Diversity at Work

KEY TAKEAWAY

The safer we feel in our environments and with others, the more we are able to engage in challenging work and important discussions because we are less afraid of being excluded for saying the "wrong thing" or making a mistake.

Feeling uncomfortable when we talk about diversity and race is not a personal failing but a human reaction. Our opportunity is to increase the level of safety on our teams and expand our abilities through courageous conversation.



TOOLBOX TALK

Talking about Diversity at Work

Reflection Exercise 4



(i) Reflection

Complete EXERCISE 4 of the Talking About Diversity @ Work printout. Use the PDF you downloaded to record your response(s).

Why do I feel safe or unsafe talking about diversity at work?



TOOLBOX TALK

Talking about Diversity at Work

Whether we want to admit it or not, we all have beliefs and mental models from our own experiences that shape the way we see the world. **Give yourself the space and permission to explore yours.**

That starts with your own self-awareness of where your attention and energy goes in the conversation.

Ask yourself honestly:

- What will help you stay engaged and present?
- If you find yourself triggered by a topic or a comment, how will you stay curious and tune in with the intent to listen and learn?



TOOLBOX TALK

Talking about Diversity at Work

KEY TAKEAWAY

Talking about topics like Diversity can bring up a range of feelings for us. Just like any other skill, with a desire to learn and grow, we can build our confidence and competency around this important topic.



TOOLBOX TALK

Talking about Diversity at Work

Final Reflection

Now that you have explored your personal feelings about learning and talking about diversity, and gained additional perspective on why these conversations can be difficult, it is time to put it all together.

Take a couple of minutes to reflect on the activities and material you've just read.

What are my biggest takeaways from this warm-up exercise? Think of three things that came out of today's exercises that you can share during our Team Talk.



TOOLBOX TALK

Talking about Diversity at Work

Here are a few things you can do in the meantime:

- Prepare to talk about this reflection exercise and your takeaways during your Team Talk!
 We are eager to explore the similarities and differences of insights.
 - ***Remember, you'll be invited to this conversation by your group leader or another member of your team. ***
- Review "Best Practices for Talking About Diversity." Which tip(s) are most helpful for you as you go into this discussion with your team?
- Hang on to your reflection guide to use as a reference in your Team Talk discussion!



TOOLBOX TALK

Talking about Diversity at Work

Best Practices for Talking About Diversity















TOOLBOX TALK

Talking about Diversity at Work













Acknowledge and Embrace Imperfection with Humility--No One Is Perfect

Feeling like you have to know all the answers is a setup for stress and disappointment. Adopting a humble approach can be a release valve for perfection-driven anxiety! If you make a mistake when talking about diversity, authentically say, "I'm sorry." If you are offended or put off by someone's comments, assume the best and avoid rushing to judgment.



TOOLBOX TALK

Talking about Diversity at Work













Face Challenges with Sincerity

Reframe challenges (like talking about tough topics) as opportunities that can be met head on. Remember that you do not need to be perfect, but sincerity helps.

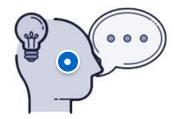


TOOLBOX TALK

Talking about Diversity at Work













Pay Attention to Self-Talk

Most people would never say to someone else the harsh things they say to themselves. Notice if you are ruminating on what worries you about talking about diversity or a mistake you made. What could you say to yourself that reminds you that you CAN learn, grow, and get better?



TOOLBOX TALK

Talking about Diversity at Work













Focus on the Journey

Having the confidence and ability to talk about diversity does not happen overnight. Everyone is at a different place with their learning, experiences, and abilities. Respect where you are and aim to grow over time. This is a journey, not a one and done.



TOOLBOX TALK

Talking about Diversity at Work













Own Your Attitude

Your mood and overall mindset are strong forces that impact how you see yourself, others, and the world. Be determined to take charge of your attitude if you notice it is hindering you instead of supporting you.



TOOLBOX TALK

Talking about Diversity at Work













Recognize Discomfort, but Don't Let it Stop You

It can be said that Growth and Comfort do not "hold hands." If you are too comfortable, it is unlikely you will make much progress. Think about any challenge you have taken on, such as learning to play an instrument or training for a sport. There was likely a fair amount of discomfort experienced in the process of achieving your goal. Notice how you are feeling and identify ways to increase feelings of safety. This will help you deal with discomfort instead of stalling progress to increase comfort.



TOOLBOX TALK

Talking about Diversity at Work

| R | es | ΩI | ır | CP | C |
|-------------------|----|----|----|------------------------|---|
| $\mathbf{\Gamma}$ | | W | | $\mathbf{L}\mathbf{E}$ | |

Looking for more on this topic?

RESOURCES

How to Have Diversity Conversations with Con dence, Forbes, Feb 2020

https://www.forbes.com/sites/forbescoachescouncil/2020/02/12/how-to-have-diversity-conversations-with-con dence/?sh=34da646e27a6

Getting Over Your Fear of Talking about Diversity, Harvard Business Review, Nov 2019

https://hbr.org/2019/11/getting-over-your-fear-of-talking-about-diversity

15 Tips for Building a Growth Mindset, Psychology Today, Apr 2019

https://www.psychologytoday.com/us/blog/click-here-happiness/201904/15-ways-build-growth-mindset

4 Stages of Psychological Safety, Book Summary, Timothy R. Clark, 2020

https://www.accel-5.com/learn/article/the-4-stages-of-psychological-safety



TOOLBOX TALK

Talking about Diversity at Work

Course Goal: This reflection activity will help you explore your own perspectives and experience with Diversity. It is designed to help you develop more self-awareness and better engage in conversations about differences at work.

Estimated Course Length: 20-25 minutes.



TOOLBOX TALK

Talking about Diversity at Work

| = | Talking about Diversity @ Work | | = | Final Reflection |
|-------|-------------------------------------|---|-------|--|
| WHAT | DOES "DIVERSITY" MEAN? | В | EST P | RACTICES FOR TALKING ABOUT DIVERSITY |
| = | Look Around | | = | Best Practices for Talking About Diversity |
| = | Defining Diversity | | = | Resources |
| = | Diversity in the Workplace | | | |
| = | Reflection Exercise 1 | | | |
| DIVER | SITY AT WORK | | | |
| = | Why Diversity Matters at Work | | | |
| = | Starting a Conversation | | | |
| = | Reflection Exercise 2 | | | |
| = | My Diversity Timeline | | | |
| = | Reflection Exercise 3 | | | |
| SCIEN | CE SUPPORTS HOW YOU MAY BE FEELING! | | | |
| = | The Science of Diversity | | | |
| = | The Science of Diversity Continued | | | |
| = | Reflection Exercise 4 | | | |

Please share what you've learned by posting using the hashtag #ConstructionInclusionWeek



TOOLBOX TALK

Talking about Diversity at Work

The topic of **Diversity**, **Equity and Inclusion** (**DEI**) and racial justice continue to emerge as a critical focus of our society and many organizations.

We are committed to ensuring our workplace is one where we embrace diversity and our culture fosters inclusion so team members can experience belonging and be the best version of themselves at work.

Before Beginning:

Print the accompanying worksheet. You'll use it to complete the course Reflection Activities.

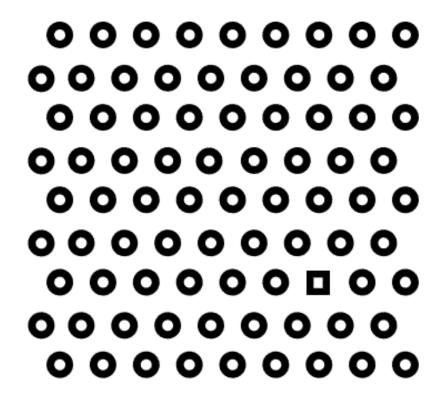
This document is for your own reflection. You will not be asked to turn it in or share it with anyone.



TOOLBOX TALK

Talking about Diversity at Work

Take a moment to look around you right now.



Really notice the objects and items in your environment.



TOOLBOX TALK

Talking about Diversity at Work

Step 1

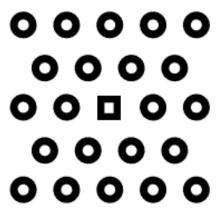
Do you see something?

Take notice of something that has been there for a long time, but you no longer notice.



TOOLBOX TALK

Step 2



Or something that is unusual?

Is there anything that stands out to you as unusual?



TOOLBOX TALK

Talking about Diversity at Work

Our brains are trained to look for patterns and uniqueness.



When we see the same things over and over, we tend to overlook them or we tend to not 'see' them anymore. Of course, the same goes with the people around us.

This process plays into how we perceive and react to **Diversity.**



TOOLBOX TALK

| Defining | g Diversity |
|---------------|---|
| | ity is the rich difference between people in all the ney are unique, both seen and unseen. |
| | not related to an individual, rather Diversity is about a collective or a group and can only exist in to others. In our organization, we believe that difference should be recognized and celebrated. |
| When we le | verage our, we can drive towards better outcomes. |
| - Similaritie | es? |
| - Difference | es? |
| We believe | differences should be recognized and celebrated. |

Please share what you've learned by posting using the hashtag #ConstructionInclusionWeek



TOOLBOX TALK

Diversity at Work

By bringing in diverse perspectives and experiences, companies realize more innovation and better results.

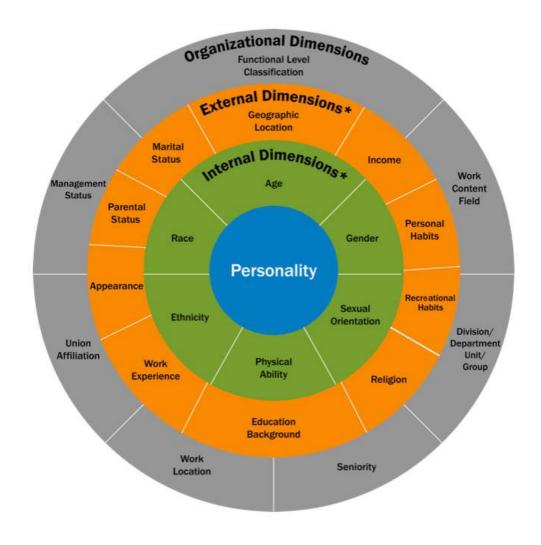
In addition, when people feel they are included and belong, team member engagement and retention increases.

Despite many companies' good intentions, team members frequently report that their past experience with corporate Diversity efforts have missed the mark. We want to change that.



TOOLBOX TALK

Talking about Diversity at Work



Gardenswartz and Rowe, 2003

Our differences are measured in many ways; some are less obvious than others.

The Wheel of Diversity represents several ways in which we can measure our differences. It's important to note, there are many dimensions of difference not reflected in this graphic.

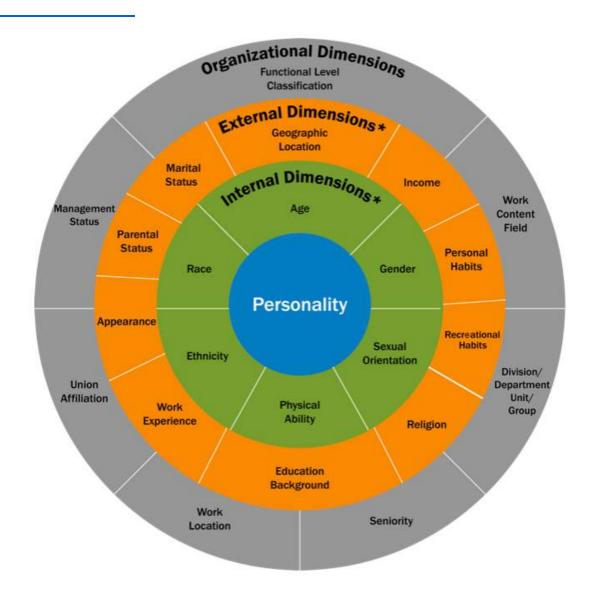
Please share what you've learned by posting using the hashtag #ConstructionInclusionWeek



TOOLBOX TALK

Talking about Diversity at Work

Reflection Exercise 1



Gardenswartz and Rowe, 2003



TOOLBOX TALK

Talking about Diversity at Work



Reflection

Complete EXERCISE 1 of the Talking About Diversity @ Work printout. Use the PDF you downloaded to record your response(s).

Look at the Wheel of Diversity and notice where you might feel ease and where you might feel tension when considering various aspects of diversity. What do you notice?



TOOLBOX TALK

Talking about Diversity at Work

We want to make it safe to discuss what's really on your mind, and the unspoken realities of race, identity, disability, and the other multitude of ways we might be different from each other. We want to address the real issues and be respectful, but not reinforce what might cause worry or keep us from engaging in these conversations in the first place.

Starting a Conversation

This can be a difficult topic to discuss.







TOOLBOX TALK

Talking about Diversity at Work





You might notice some people may shy away, feeling unsure of their role in the conversation.





While others feel empowered to launch into the discussion.

Please share what you've learned by posting using the hashtag #ConstructionInclusionWeek



TOOLBOX TALK

Talking about Diversity at Work

Reflection Exercise 2

| Reflection | |
|--|--|
| Complete EXERCISE 2 of the <i>Talking About Diversity</i> downloaded to record your response(s). | y @ Work printout. Use the PDF you |
| Part 1 | |
| Currently, I would rate the level of importance of le | arning and talking about diversity as: |
| Not Important | Very Important |
| | |
| Currently, I would rate my personal level of comfort | t in talking about diversity as: |
| Not comfortable | Very comfortable |
| | |
| Part 2 | |
| What feelings or hesitations do you have talking ab | oout diversity? |
| | |
| | |



TOOLBOX TALK

My Diversity Timeline

Our experience with diversity can influence our level of comfort.

MY DIVERSITY TIMELINE



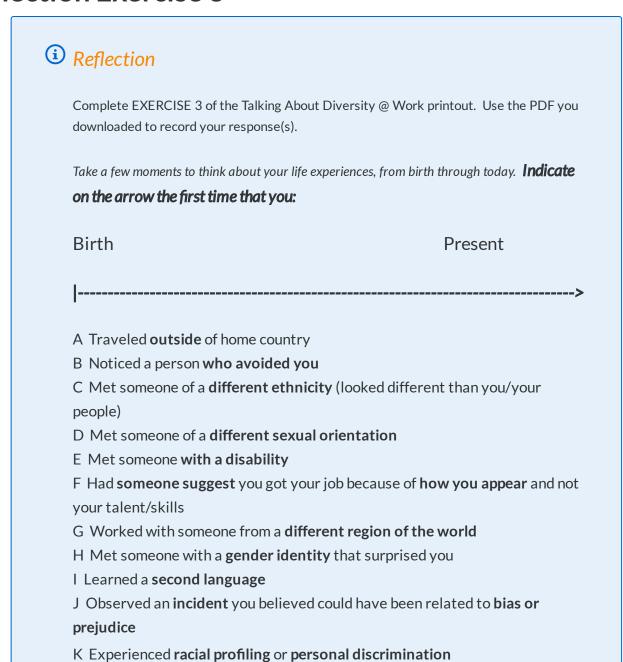
In the next exercise, you will reflect on your life experiences and how they shaped your perspective around Diversity.



TOOLBOX TALK

Talking about Diversity at Work

Reflection Exercise 3





TOOLBOX TALK

The Science of Diversity

Years of research show that our brains and bodies function together to ensure our safety and well-being.

This research reinforces that we are wired for connection.

Ways we seek to interact and engage in relationships with others:

- 1 Shared smiles amongst strangers
- 2 A desire for eye contact
- A child reaching out to hold a parent's hand
- 4 A hug between loved ones



TOOLBOX TALK

The Science of Diversity Continued

THE SAFER WE FEEL, the more open we are to connecting and being vulnerable with others.



When we feel this way ...
Our brains will release oxytocin,
serotonin, and dopamine, which increase
a feeling of well-being and safety, and
support our brain to function in a
creative, innovative and intentional



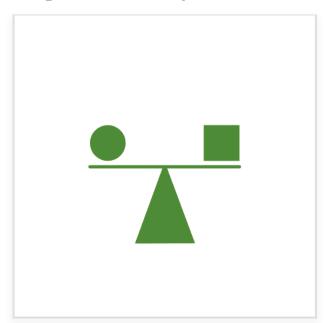
At the same time ...

If there is any sense of threat or danger, adrenaline begins to pump, and a human will to begin go through feelings of fight or flight and will pull in and hold back, potentially shutting down.



TOOLBOX TALK

Talking about Diversity at Work



The balance of mental and physical safety ...

Has been referred to as the level of psychological safety and biological safety.



When team members feel safe ...
In their work environment they are able to share perspectives that differ from others, make mistakes, and try new things without the fear of personal threats such as retribution or loss of support or status.



TOOLBOX TALK

Talking about Diversity at Work

KEY TAKEAWAY

The safer we feel in our environments and with others, the more we are able to engage in challenging work and important discussions because we are less afraid of being excluded for saying the "wrong thing" or making a mistake.

Feeling uncomfortable when we talk about diversity and race is not a personal failing but a human reaction. Our opportunity is to increase the level of safety on our teams and expand our abilities through courageous conversation.



TOOLBOX TALK

Talking about Diversity at Work

Reflection Exercise 4



(i) Reflection

Complete EXERCISE 4 of the Talking About Diversity @ Work printout. Use the PDF you downloaded to record your response(s).

Why do I feel safe or unsafe talking about diversity at work?



TOOLBOX TALK

Talking about Diversity at Work

Whether we want to admit it or not, we all have beliefs and mental models from our own experiences that shape the way we see the world. Give yourself the space and permission to explore yours.

That starts with your own self-awareness of where your attention and energy goes in the conversation.

Ask yourself honestly:

- What will help you stay engaged and present?
- If you find yourself triggered by a topic or a comment, how will you stay curious and tune in with the intent to listen and learn?



TOOLBOX TALK

Talking about Diversity at Work

KEY TAKEAWAY

Talking about topics like Diversity can bring up a range of feelings for us. Just like any other skill, with a desire to learn and grow, we can build our confidence and competency around this important topic.



TOOLBOX TALK

Talking about Diversity at Work

Final Reflection

Now that you have explored your personal feelings about learning and talking about diversity, and gained additional perspective on why these conversations can be difficult, it is time to put it all together.

Take a couple of minutes to reflect on the activities and material you've just read.

What are my biggest takeaways from this warm-up exercise? Think of three things that came out of today's exercises that you can share during our Team Talk.



TOOLBOX TALK

Talking about Diversity at Work

Here are a few things you can do in the meantime:

- Prepare to talk about this reflection exercise and your takeaways during your Team Talk!
 We are eager to explore the similarities and differences of insights.
 - ***Remember, you'll be invited to this conversation by your group leader or another member of your team. ***
- Review "Best Practices for Talking About Diversity." Which tip(s) are most helpful for you as you go into this discussion with your team?
- Hang on to your reflection guide to use as a reference in your Team Talk discussion!



TOOLBOX TALK

Talking about Diversity at Work

Best Practices for Talking About Diversity















TOOLBOX TALK

Talking about Diversity at Work













Acknowledge and Embrace Imperfection with Humility--No One Is Perfect

Feeling like you have to know all the answers is a setup for stress and disappointment. Adopting a humble approach can be a release valve for perfection-driven anxiety! If you make a mistake when talking about diversity, authentically say, "I'm sorry." If you are offended or put off by someone's comments, assume the best and avoid rushing to judgment.



TOOLBOX TALK

Talking about Diversity at Work













Face Challenges with Sincerity

Reframe challenges (like talking about tough topics) as opportunities that can be met head on. Remember that you do not need to be perfect, but sincerity helps.



TOOLBOX TALK

Talking about Diversity at Work













Pay Attention to Self-Talk

Most people would never say to someone else the harsh things they say to themselves. Notice if you are ruminating on what worries you about talking about diversity or a mistake you made. What could you say to yourself that reminds you that you CAN learn, grow, and get better?



TOOLBOX TALK

Talking about Diversity at Work













Focus on the Journey

Having the confidence and ability to talk about diversity does not happen overnight. Everyone is at a different place with their learning, experiences, and abilities. Respect where you are and aim to grow over time. This is a journey, not a one and done.



TOOLBOX TALK

Talking about Diversity at Work













Own Your Attitude

Your mood and overall mindset are strong forces that impact how you see yourself, others, and the world. Be determined to take charge of your attitude if you notice it is hindering you instead of supporting you.



TOOLBOX TALK

Talking about Diversity at Work













Recognize Discomfort, but Don't Let it Stop You

It can be said that Growth and Comfort do not "hold hands." If you are too comfortable, it is unlikely you will make much progress. Think about any challenge you have taken on, such as learning to play an instrument or training for a sport. There was likely a fair amount of discomfort experienced in the process of achieving your goal. Notice how you are feeling and identify ways to increase feelings of safety. This will help you deal with discomfort instead of stalling progress to increase comfort.



TOOLBOX TALK

Talking about Diversity at Work

| R | es | ΩI | ır | CP | C |
|-------------------|----|----|----|------------------------|---|
| $\mathbf{\Gamma}$ | | W | | $\mathbf{L}\mathbf{E}$ | |

Looking for more on this topic?

RESOURCES

How to Have Diversity Conversations with Con dence, Forbes, Feb 2020

https://www.forbes.com/sites/forbescoachescouncil/2020/02/12/how-to-have-diversity-conversations-with-condence/?sh=34da646e27a6

Getting Over Your Fear of Talking about Diversity, Harvard Business Review, Nov 2019

https://hbr.org/2019/11/getting-over-your-fear-of-talking-about-diversity

15 Tips for Building a Growth Mindset, Psychology Today, Apr 2019

https://www.psychologytoday.com/us/blog/click-here-happiness/201904/15-ways-build-growth-mindset

4 Stages of Psychological Safety, Book Summary, Timothy R. Clark, 2020

https://www.accel-5.com/learn/article/the-4-stages-of-psychological-safety

Please share what you've learned by posting using the hashtag #ConstructionInclusionWeek



TOOLBOX TALK

Respectful Workplaces - Let's Build a Culture of Respect!

What are some characteristics of a respectful workplace?

- People are kind, courteous and professional.
- Diversity is valued and inclusion is promoted.
- People are treated fairly and with dignity.
- Bullying and harassment are not tolerated.
- Open, honest communication is supported.

EXAMPLES:

Behavior

Disrespectful

- People trust one another.
- Conflict is resolved quickly in a healthy manner.
- People appreciate and acknowledge the work of others.
- People are encouraged to express their ideas and opinions and they feel "heard" when they do.

What are some benefits of a respectful workplace?

- People are more satisfied with their job.
- The workforce is more engaged.
- Stress is reduced both at work and at home.
- Workers are happier and morale is improved.
- People work as a team.
- Incidents, sick time, disability claims costs and employee turnover are reduced.
- Improved bottom line.

Discussion Questions:

- 1. What would be considered "disrespectful behavior"?
- 2. What can workers do to contribute to a more "respectful workplace"?3. What can supervisors do to support a "respectful workplace"?

Gossiping or spreading rumors.

- Yelling, swearing or other aggressive behavior.
- Covert behavior i.e. undermining an individual, withholding required information, underhandedness.
- Discrimination as outlined in Human Rights legislation.
- Sexual harassment.
- Reprimanding people in public.
- Offensive or inappropriate jokes, cartoons, emails etc.(i.e. racial or ethnic jokes).
- Offensive or inappropriate comments, gestures, materials, or behavior.
- Vandalizing a person's belongings.

EXAMPLES: Things WORKERS can do to contribute to a more respectful workplace

- Follow the "Platinum Rule" Treat people the way that "they" want to be treated.
- Do not participate or engage in activities/discussions etc. that offend, humiliate, or embarrass people.
- Speak Up! If you witness disrespectful behavior, talk to the individuals involved or your supervisor.
- Offer support to an individual who was targeted. Encourage them to talk to the person(s) involved, or their supervisor.
- Be kind and polite.
- Give someone a pat on the back recognize the work of your fellow co-workers.
- Deal with conflict in a respectful manner.
- Listen to what others have to say, before expressing your own viewpoint.

EXAMPLES: Things SUPERVISORS can do to contribute to a more respectful workplace:

- Lead by positive example.
- Listen to understand.
- Recognize individual strengths, weaknesses, and opinions.
- Acknowledge workers accomplishments.
- Investigate complaints promptly.
- Encourage workers to resolve conflict in a respectful manner.
- Be inclusive and treat all workers fairly.
- Provide regular feedback to workers.

Please share what you've learned by posting using the hashtag **#ConstructionInclusionWeek**



DÍA CUATRO: Cultura en el lugar de trabajo

TOOLBOX TALK

Respectful Workplaces - ¡Construyamos una cultura de respeto!

¿Cuáles son algunas de las características de un lugar de trabajo respetuoso?

- Las personas son amables, corteses y profesionales.
- Se valora la diversidad y se promueve la inclusión.
- Las personas son tratadas con justicia y dignidad.
- No se tolera la intimidación ni el acoso.
- Se apoya la comunicación abierta y honesta.
- Las personas confían unas en otras.
- El conflicto se resuelve rápidamente de manera saludable.
- Las personas aprecian y reconocen el trabajo de los demás.
- Se anima a las personas a expresar sus ideas y opiniones y se sienten "escuchadas" cuando lo hacen.

¿Cuáles son algunos de los beneficios de un lugar de trabajo respetuoso?

- La gente está más satisfecha con su trabajo.
- La fuerza laboral está más comprometida.
- Se reduce el estrés tanto en el trabajo como en casa.
- Los trabajadores están más felices y la moral ha mejorado.
- Las personas trabajan en equipo.
- Se reducen los incidentes, las bajas por enfermedad, los costos de reclamaciones por discapacidad y la rotación de empleados.
- Resultado final mejorado.

Puntos de discusión

- 1. ¿Qué se consideraría "comportamiento irrespetuoso"?
- 2. ¿Qué pueden hacer los trabajadores para contribuir a un "lugar de trabajo más respetuoso"?
- 3. ¿Qué pueden hacer los supervisores para apoyar un "lugar de trabajo respetuoso"?
 - Chismorrear o difundir rumores.
 - Gritar, insultar u otro comportamiento agresivo.

EJEMPLOS

de conducta irrespetuosa: •

- - Comportamiento encubierto, es decir, socavar a un individuo, retener la información requerida, ser deshonesto.
- Acoso sexual.
 - Reprimir a la gente en público.
 - Bromas, caricaturas, correos electrónicos, etc. ofensivos o inapropiados (es decir, bromas raciales o étnicas).
 - Comentarios, gestos, materiales o comportamiento ofensivos o inapropiados.

Discriminación como se describe en la legislación de derechos humanos.

Vandalizar las pertenencias de una persona.

Ejemplos de cosas que LOS TRABAJADORES pueden hacer para contribuir a un lugar de trabajo más respetuoso:

- Siga la "regla del platino": trate a las personas de la forma en que "ellos" quieren ser tratados.
- No participe ni participe en actividades / discusiones, etc. que ofendan, humillen o avergüencen a las personas.
- ¡Habla! Si es testigo de un comportamiento irrespetuoso, hable con las personas involucradas o con su supervisor.
- Ofrezca apoyo a una persona que fue atacada. Anímelos a hablar con la (s) persona (s) involucrada (s) o con su supervisor.
- Sea amable y educado.
- Déle a alguien una palmada en la espalda reconozca el trabajo de sus compañeros de trabajo.
- Trate los conflictos de manera respetuosa.
- Escuche lo que los demás tienen que decir antes de expresar su propio punto de vista.

Ejemplos de cosas que LOS SUPERVISORES pueden hacer para contribuir a un lugar de trabajo más respetuoso:

- Lidere con el ejemplo positivo.
- Escuche para comprender.
- Reconocer las fortalezas, debilidades y opiniones individuales.
- Reconozca los logros de los trabajadores.
- Investigue las quejas con prontitud.
- Anime a los trabajadores a resolver los conflictos de manera respetuosa.
- Sea inclusivo y trate a todos los trabajadores de manera iusta.
- Brinde retroalimentación periódica a los trabajadores.

Comparta lo que ha aprendido publicando con el hashtaq #ConstructionInclusionWeek



TOOLBOX TALK

Mental Health vs. Mental Illness



1 in 25 1 in 25 U.S. adults experience serious mental illness

17% of youth (6-17 years) experience a mental health disorder

Mental Health

- Emotional, psychological, and social well being
- Affects how we think, feel and act
- Helps determine how we handle stress, relate to others, and make healthy choices.
- Changes over time and is impacted by many factors:
 - Genetics
 - life events
 - environmental stressors
 - poor physical health
 - changing routine

Mental Illnesses

- Conditions that affect a person's thinking, feeling, mood or behavior such as depression, anxiety, or bipolar disorder
- May be occasional or long lasting, chronic and affect someone's ability to relate to others and function each day.
- Among the common health conditions in the United States, more than 50% of Americans will be diagnosed with a mental illness or disorder at some point in their lifetime.

Take action to create living conditions and environments that support mental health and a healthy lifestyle.

Our industry is coming together to promote good mental health in construction. Here are things you can do to support the mental health of you and your coworkers.



I spent most of my life feeling on edge and irritated. I'd blow up at my coworkers and family over trivial things. It wasn't until my wife made me go to marriage counseling that I realized I had anxiety and I realized that it got a whole lot worse when project deadlines approached. I feel a lot of people in construction have mental health issues and working in construction compounds it. Even if you realize you have these problems, there is no way to treat or deal with them, so it becomes worse and worse. If you're working 60 hours a week, you're setting yourself up to fail.

Toxic masculinity is an easy thing to pin it on, but the issues are more complex.



TOOLBOX TALK

Reducing Stigma

Mental Health

Stigma is negative attitudes and beliefs about a person due to a specific characteristic, such as mental illness. It often comes from a place of fear and misunderstanding.

Stigma can cause someone's condition to worsen due to:

- Avoidance- delaying or refusing treatment due to shame or hopelessness
- Exclusion- social rejection, or strained relationships due to lack of understanding
- **Discrimination** fewer opportunities at work or school.

How to reduce stigma?

- Talk openly about mental health.
- Know the facts- educate yourself and others to be part of the solution.
- Think before you speak your words matter and can have lasting effects.
- Show compassion for those with mental illness.
- Don't hide your experiences- you'd be surprised who else you know, who has also struggled, Don't harbor self-stigma- Choose courage over shame.





People in my industry told me this is career suicide. People won't want to work with someone dealing with anxiety and depression, but how will they work with their employees? Everybody is dealing with a crisis in a way. My passion is to encourage people to talk about their own story. How will anyone ever be comfortable with mental illness if nobody talks about it? If I had survived cancer, I would be shouting it from the rooftops. Well, I have surprised survived a major depression and a serious anxiety disorder. I am so proud of myself. Please tell your story. There is someone waiting for you to open up so that they can open up to you. You might even help someone you love become a survivor themselves.



DÍA CUATRO: Cultura en el lugar de trabajo

TOOLBOX TALK

Salud mental versus enfermedad mental



1 de cada 25 adultos estadounidenses sufre enfermedades mentales



Salud mental

- Consiste en el bienestar emocional, psicológico y social.
- Contribuye a determinar la forma en la que manejamos el estrés, nos relacionamos con los demás y tomamos decisiones sanas.
- Afecta la forma en la que pensamos, nos sentimos y actumous.
- Se modifica con el tiemp y se ve influenciada por muchos factores:
 - Genetica
 - Acontecimientos de la vida
 - Factors estrsantes del entorno
 - Salud fisica deteriorada
 - Cambios en la rutina

Enfermedades mentales:

- Afecciones que afectan el pensamiento, los sentimientos, el estado de ánimo o el comportamiento de una persona, tales como la depresión, la ansiedad o el trastorno bipolar.
- Pueden ser esporádicas o de larga duración (cronicas) y pueded afectar la capacidad de una persona para relacionarse con los demás, asi como para funcionar diariamente.
- Se encuentran entr las afecciones médicas más comunes en los Estados Unidos: más del 50% de los estadounidenses recibiran el diagnostico de una enfermedad o tratorno mental en elgun momonto de la vida.

Tome medidas para crear condiciones de vida y ebtornos que propicien la salud mental y un estilo de vida saludable.

Nuestra industria se está uniendo para promover la buena salud mental en la construcción. Aquí hay cosas que puede hacer para apoyar su salud mental y la de sus compañeros de trabajo.



Pasé la mahor parte de mi vida irritado y nervioso. Solia estallar de ira con mis compañeros de trabajo y familiares por asuntos insignificantes. No fue sino hasta que mi esposa me obligió asistir a terapia matrimonial que me percate de que padecia ansiedad. Me di cuenta de que la ansiedad empeoraba cuando se aproximaban los plazos de finalizacion de un projecto.

Creo que muchas personas en el sector de la construccion tienen problemas de salud mental, y trabajar en este sector los agrava. Inclusio si uno se de cuenta de que tiene estos problemas, no hay forma de tratarlos o de lidiar con ellos, de manera que empeoran cada vez más. Si uno trabaja 60 horas a la semana, está detinado al fracaso.

Es fácil atriburselo a la masculinidad tóxica, pero los problemas son más complejos.



DÍA CUATRO: Cultura en el lugar de trabajo

TOOLBOX TALK

Cómo reducir el estigma

Salud Mental

Se puede definir un estigma como actitudes y opiniones negativas acera e una persona basafas en una caracteristica especificia, como una enfermedad mental. Suele originarse en el miedo y la falta de comprension.

Un estigma puese provocar el emperoramiento de la afeccion que padece una persona debido a lo siguiente:

- Evasion- demorar o rechazar un tratamiento por verguenza o desesperanza
- Exclusion- rechazo sicual o tension en las relaciones debido a la falta de comprension
- Discriminacion- menos oportunidades en el trabajo o en la escuela

¿Cómo reducir el estigma?

- Habla abiertamente sobre la salud mental.
- Conozca los hechos: edúquese a sí mismo y a los demás para ser parte de la solución.
- Piense antes de hablar, sus palabras son importantes y pueden tener efectos duraderos.
- Muestre compasión por aquellos con enfermedades mentales.
- No ocultes tus experiencias; te sorprendería saber a quién más conoces, que también ha luchado. No albergues el autoestigma. Elige el coraje sobre la vergüenza.





La gente de mi industria me dijo que esto es un suicidio profesional. La gente no guerrá trabajar con alquien que esté lidiando con la ansiedad y la depresión, pero ¿cómo trabajarán con sus empleados? Todo el mundo está lidiando con una crisis de alguna manera. Mi pasión es animar a la gente a que hable de su propia historia. ¿Cómo se sentirá alquien a gusto con una enfermedad mental si nadie habla de ello? Si hubiera sobrevivido al cáncer, lo estaría gritando desde los tejados. Bueno, me ha sorprendido haber sobrevivido a una depresión mayor y a un trastorno de ansiedad grave. Estoy muy orgulloso de mi mismo. Por favor cuente su historia. Hay alquien esperando que se abra para que pueda abrirse a usted. Incluso podrías ayudar a alguien que amas a convertirse en un sobreviviente.