BUILD INCLUSIVE ENVIRONMENTS

Building inclusive environments means coaching yourself to consider the needs and experiences of those that are different from you. This is a *non-exhaustive* list of different considerations you should consider when planning your events, meetings, workspaces and conversations.

EVENTS

- **Consider allergies and dietary restrictions** and **ensure food/beverages are accessible** from a seated position

- **Always provide non-alcoholic beverage options** when serving alcohol and **consider a balanced mix of alcohol-free events**

- **If far away, consider transportation needs and accessibility / inclusivity of the space**

- **Provide contact information for requesting accommodations** such as reserved seating or an ASL interpreter beforehand

- **Include preferred names and personal pronouns** on nametags, shirts, and other materials

- **Consider the need for personal spaces** like prayer/meditation space or space for pumping/lactation

- **Advocate for gender-neutral bathrooms and sanitary products** to be provided in the bathrooms.

- **Ensure meeting spaces have capacity for wheelchairs and multiple outlets** for laptops and other electronic aids

- **Consider body size and individual preferences in terms of seating options**

- **Ensure entrances are accessible and easy to reach**, that the building has **elevators**, and **accessible parking space**

MEETINGS

- **Distribute meeting materials and questions/discussion points in advance.** This is helpful for teammates for whom English is a second language and teammates who function better when given time to process information before reacting.

- **Rotate meeting times** if you have teammates who have conflicting schedules

- **Present information in multiple formats, send out the presentation afterwards, and enable captioning if possible**

- **Ensure all meeting materials follow accessibility best practices** – use the built in "Accessibility Checker" in Apps such or follow best practices requested

CONVERSATIONS

- **Avoid generalizations and gendered language** – Monitor yourself: are you defaulting your pronouns to "he"? Are you using gendered language like "you guys"?

- **Be aware of jokes** and consider the impact it might have on others

- **Learn the correct pronunciation** of your colleagues' names

- **Normalize introducing your personal pronouns** when you introduce yourself

- **Regularly reflect** on your words and actions. **Are you being mindful of the diversity in Stonewall?**