

## handout

**Diversity** | *General Rules for All Employees*

- 1.** Learn everyone's name and use it whenever addressing him/her.
- 2.** Ask about interests and experiences of your team.
- 3.** Don't make assumptions about other employees.
- 4.** Provide guidelines when holding meetings regarding how the team should handle discussions.
- 5.** Avoid any personal attacks on employees within the group.
- 6.** Introduce controversial topics by not relating it to a particular individual within the team.
- 7.** Give males and females equal treatment.
- 8.** Avoid sexist comments and remarks.
- 9.** Do not assume the identity or racial affiliation of any individual.
- 10.** Learn acceptable terms when dealing with those different from you. Examples: "People of Color," "Significant Other," "Physically Challenged"
- 11.** Take advantage of life experiences and share them.
- 12.** Respect differences.
- 13.** Understand how a physically challenged person wants to contribute to the team. Don't assume that a disability limits participation.
- 14.** Do not condone tasteless jokes or comments.
- 15.** Think Inclusive not Exclusive or Special.