

# Inclusivity Builder

Inclusivity Builder (IB) is a diagnostic tool to help identify areas upon which to focus your active allyship efforts. Use it alone or in a colleague-to-colleague session with emphasis on self-reflection. Once you have identified focus areas, you can build your active allyship skills by educating yourself, taking action and/or committing to a goal

<b>Elicitor</b> I elicit the opinions of everyone. (Whether they are quiet or loud. Regardless if in person or on video call)	<b>Listener</b> I give others the floor and don't interrupt them when they are speaking. I speak up if I see others interrupt	<b>Wordsmith</b> I use precise & inclusive language (including correct pronouns). I learn the correct pronunciation of names	<b>Contributor</b> I speak up when I see people taking credit for another person's suggestion or idea (and I don't do it myself)
<b>Accessibility Champ</b> I take accessibility needs into account. I use universal design* for materials, events etc. I speak up when I spot accessibility issues	<b>Downtimer</b> I use my vacation days & encourage others to use theirs. I discourage presenteeism* & celebrate wellbeing	<b>Identifier</b> I think about my own identity and how it relates to concepts such as 'privilege' and 'allyship'. I educate myself on these.	<b>Empath</b> I educate myself on mental wellbeing, mental health & neurodiversity. I am empathetic to others & respectful of difference
<b>Events champ</b> I ensure events are representative & inclusive (e.g. speakers, materials). I speak up when this is not the case	<b>Everyone, Everywhere</b> I educate myself on biases/assumptions that might impact people who work remotely e.g. from home or different location	<b>Flexible worker</b> I make use of the flexible working options available to me (regardless of my parental status). I celebrate flexible working	<b>Active Ally</b> I actively combat bias or prejudice against people from historically under-represented groups. I recognise intersectionality
<b>Scheduler</b> I'm mindful of personal commitments & time-zones when scheduling meetings, (particularly recurring ones). I respect time that is blocked out in calendars	<b>Mentor &amp; Sponsor</b> I intentionally mentor & sponsor others- regardless of race, gender, age, sexual orientation, ethnicity, personality type etc	<b>Anti-racist</b> I educate myself on racism, 'intersectionality' & 'racial injustice'. I take action to combat individual and structural racism. I use precise language	<b>Equity advocate</b> I take steps to understand how different people experience my workplace. I do my part to ensure hiring, progression, and retention are fair & equitable for all

<b>Parenthood</b> I know my workplace's policies, processes and resources for birthing & non-birthing parents, I celebrate parents and non-parents alike	<b>Recruiter</b> I hold myself accountable for the recruitment & retention of a diverse team. I allow extra lead time	<b>Stretcher</b> I identify worthwhile developmental opportunities for everyone on my team (regardless of gender, ethnicity, age, location etc)	<b>Spender</b> I think about how I spend my time, energy and money to create a more inclusive society. E.g. by using my purchase power to support businesses owned by URGs*
Applicable to people managers only			Societal

Inspired by BINGO card, K. Catlin, K. Huston, K. Rotondo  
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Adapted by T. Atkins, Vice Chair Women@Google LON

\***Universal Design** - ensuring the greatest number of people can access materials/ spaces (regardless of ability, disability, age, gender etc)  
\***Presenteeism** - being present at one's place of work for more hours than is required  
\***URG** - historically underrepresented group. E.g. minority ethnic

# How Inclusivity Builder works

## The 10 minute challenge

### 1. Read the front page of the worksheet

- ☐ Which areas do you think you are **strong in**? (Circle 2-3)
- ☐ Where may you need to **develop**? (Put a star next to 2-3)
- ☐ Are any particularly **important** to you? (Put an 'i' next to them)

### 2. Choose 1-3 development areas to focus on

Focus area 1 .....

Focus area 2 .....

Focus area 3 .....

### 3. How might you change behaviours in these areas?

Notes (optional)

### 4. Commit to an action. Tip: Be specific, measurable, timebound

Action

How long do you need to fulfil this action?

☐ 1 month ☐ 2-3 months ☐ 3-6 months ☐ Other .....

How will you check in on your progress? (circle)

Self-reflection / Calendar reminder / Set an OKR (Objective & Key Result)/  
Ask a trusted colleague/ buddy up/ Other .....