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# INCLUSIVE COMMUNICATION

## BUILDING AN INCLUSIVE WORKPLACE THROUGH COMMUNICATION

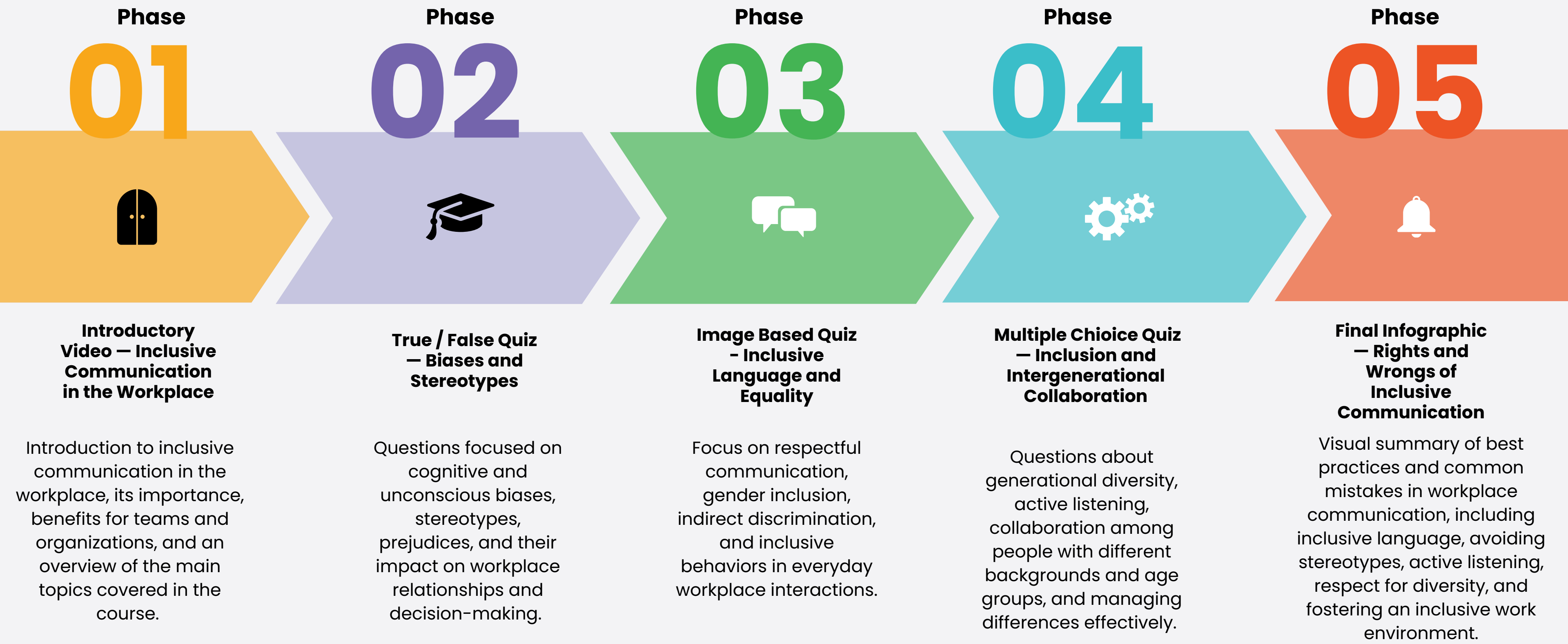
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INTERGENERATION





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## Use Inclusive and Respectful Language

Choose words that make everyone feel respected and included, avoiding stereotypes or assumptions related to gender, age, culture, or background.

## Practice Active Listening

Give colleagues space to express their ideas, listen without interrupting, and value different perspectives and experiences.

## Encourage Equal Participation

Create opportunities for everyone to contribute during meetings, discussions, and decision-making processes, ensuring all voices are heard.



## Using Stereotypes or Labels

Making assumptions about people based on gender, age, ethnicity, or role can create exclusion and bias in the workplace.

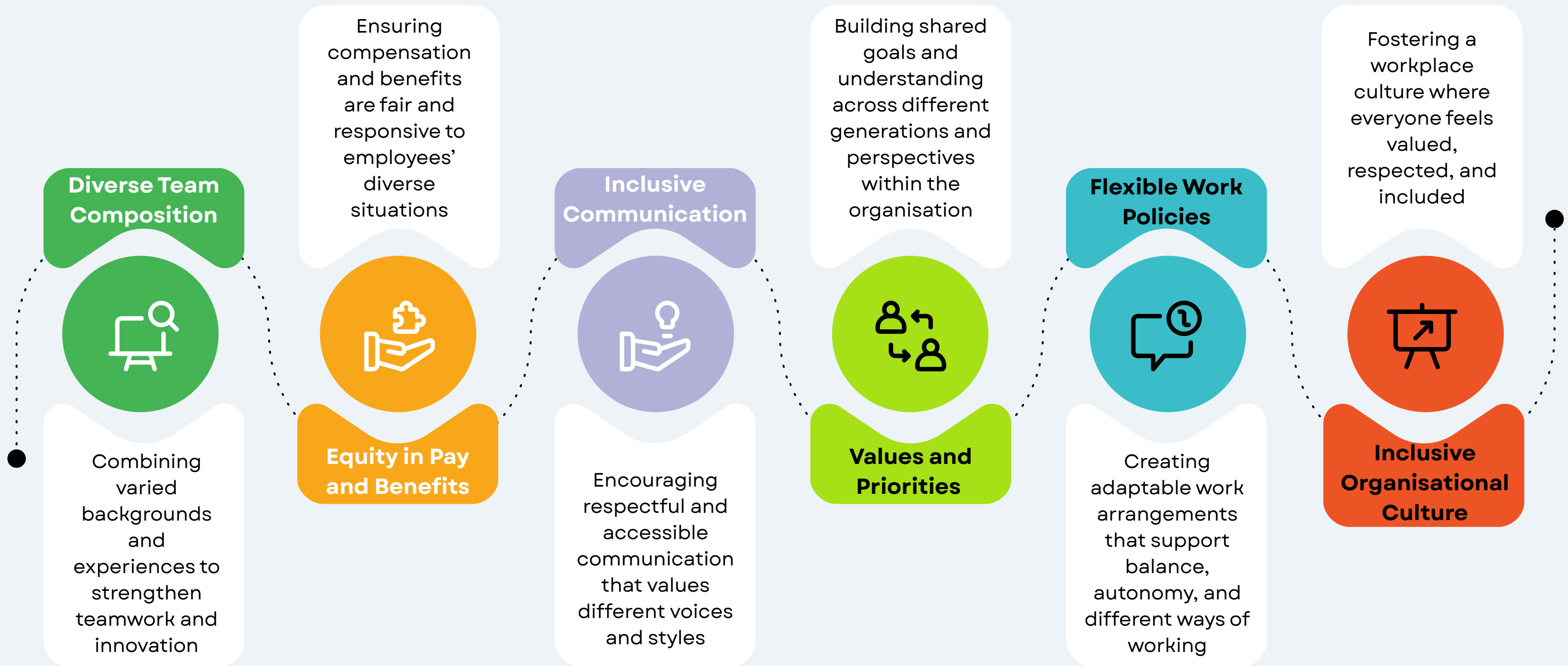
## Interrupting or Ignoring Others

Talking over colleagues or dismissing different opinions reduces collaboration and prevents inclusive communication.

## Using Non-Inclusive or Offensive Language

Expressions, jokes, or comments that may exclude or offend others can negatively impact team wellbeing and workplace culture.

# TOOLKIT





# Reach out



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