

BEING PREPARED TO TAME BIAS

IF I INSTANTLY feel like I don't like someone I meet at work (employee, candidate, vendor, etc.).

THEN I WILL _____

IF I'm in a meeting that's being overrun by a few, loud voices,

THEN I WILL _____

IF Someone tells an offensive joke or demeans/offends me or others,

THEN I WILL _____

IF I notice someone being interrupted when speaking or trying to share an idea,

THEN I WILL _____

IF I catch myself creating a story about someone at work,

THEN I WILL _____

IF a request to stop a certain behavior or conversation is ignored or ridiculed,

THEN I WILL _____

IF People aren't being given an opportunity to give their input (introverts, shy folks, reflective or thoughtful thinkers),

THEN I WILL _____

TAMING BIAS: DEPARTMENT AUDIT

1. What are some of the groups on our team?

2. What groups are missing?

3. Does everyone feel included on our team and/or Do we foster an inclusive environment on our team? Y or N

4. Is there balanced female representation in the higher ranks? Y or N

5. Are we hiring only like-kind employees on our team? Y or N

6. Do our meetings foster input and contribution, or are they being overrun by a few dominant voices?

7. Where could we introduce a structure to help us reduce bias?

8. As a group, what can we commit to doing and hold each other accountable for?

9. When am I most at risk for being biased? When is our team at most risk for being biased?

BIAS BUSTING ACTION STEPS

1. IN MEETINGS

Implement a “no interruption” policy and enforce it

2. WITHIN OUR TEAM

Complete the Bias Audit Worksheet and think about any groups that are missing and talk about why

3. WHEN I'M FIRST MEETING SOMEONE, (ie new hire, candidate)

Write down my 3 “first impression” words and revisit their validity afterward

4. WHEN STEREOTYPING OR POTENTIALLY DISCRIMINATING BEHAVIORS HAPPEN

Firmly and promptly ask the person to stop
