

TOP 10 TIPS

for Maintaining an Inclusive and Discrimination-free Workplace

LOYALTY IMPARTIALITY EQUITY
INTEGRITY INCLUSION DISCRETION

Equity

We apply rules and policies consistently and fairly to ensure a working environment free of favoritism, abuse in the exercise of authority and arbitrary or capricious decisions. ... we provide equitable treatment to our members, clients, stakeholders, and employees.

Inclusion

We endeavor to understand, respect and value all cultures and individuals with diverse points of view. ... appreciating the views of others and an ability to work without prejudice, bias, or other forms of discrimination.

- Code of Ethics and Professional Conduct, Our Core Values

Each of us views the world through a different lens, based on our upbringing, our past experiences, our personalities, and our individual attributes. These lenses are our biases and we all have them. However, by reflecting critically on our decisions and being aware of our blind spots, we can avoid acting in a way which can be perceived as disrespect or discrimination.

TOP 10 TIPS FOR AN INCLUSIVE AND DISCRIMINATION-FREE WORKPLACE

- 1 Be **self-aware**. Recognize your own biases.
- 2 **Solicit opinions** from those who are different from yourself.
- 3 Step out of your **comfort zone**. Be open-minded and willing to consider other perspectives.
- 4 Educate yourself about **unconscious bias**, and how to guard against it.
- 5 Encourage **honest conversations**. Avoid defensiveness.
- 6 **Take action** if you see someone is being excluded or treated disrespectfully. Help them feel like they belong.
- 7 **Educate** others on the impact of biased or discriminatory behavior.
- 8 **Apologize** if you perceive that you have offended anyone. Correct yourself and move on.
- 9 **Challenge** assumptions.
- 10 **Get help** if you or others need it. Consult IDB Group Resources.



CONTACT THE OFFICE OF ETHICS (ETH)

ETH handles allegations of Discrimination involving employees of the IDB Group.

Email: ethics@iadb.org; **Helpline:** +1 202-623-2545;
Toll free: 1-877-354-4037

REMEMBER

The IDB Group has a range of resources to promote a positive and discrimination-free workplace, including the Office of Diversity and Inclusion in the Human Resources Department and Employee Resource Groups. These include the Afro-Descendant Alliance Group, ALL-IN for Disability Inclusion, IDB GLOBE and WoMen Net. In addition to ETH, the Office of the Ombudsperson also supports employees dealing with workplace issues related to this topic. Nobody should suffer in silence.