

## **Recommended Practices to Create Inclusive Environments as an Individual**

1. Recognize your privilege and the unconscious/implicit biases you may possess. Once you do so, you can use your privilege to be an ally for marginalized communities, and you can actively work to overcome your implicit biases. An inclusive organization has members that are allies and accomplices.
2. If you don't know something, FIND OUT. It is not the marginalized group's responsibility to teach you. Teaching one person might not be a big deal but constantly having to teach people around you can be mentally exhausting.
3. Don't make assumptions. If you make a mistake, own it, acknowledge it, learn from it, and move forward.
4. Use people-first language. Eg: Instead of saying colored people (which is extremely offensive) say people of color.
5. If you are uncomfortable in a situation involving diversity, equity, and inclusion, take a minute to identify why you are feeling that discomfort. **SOMETIMES YOU NEED TO SIT WITH YOUR DISCOMFORT AND USE IT TO GROW.**
6. If you are working on a project or idea, take time to see if it will negatively impact a marginalized group. Ensure that the material you generate is not culturally insensitive. A good way to do this would be to do research on the material before releasing it.