



Diversity & Inclusion

The Inclusive Habits Checklist

The hidden power of small habits. An Impulse by Leyya Sattar

Together we drive Inclusion – learn how!

Inclusion starts with awareness and the intent to understand. Awareness of ourselves, our habits, and the invisible systems around us that shape how we work. It happens in the small everyday moments: in how we listen, how we collaborate, who we advocate for, and the assumptions we challenge. Intentional actions can foster inclusion every day, and make others feel seen, safe, and supported. This is where allyship begins.

It's an active practice that involves learning, unlearning, and choosing to lead with empathy, no matter your role, background, or seniority within the organization.

Understanding Privilege

Privilege shows up in ways that are often invisible to those who hold it, like being assumed competent, having your voice heard in meetings, or not needing to change anything about yourself to be taken seriously. In the workplace, privilege can affect who is

included in decisions, who is mentored or promoted, and whose ideas are celebrated. Understanding your privilege isn't about feeling guilt or shame, it's about acknowledging that your lived experience is not universal. It's about using your influence, however big or small, to amplify others, to make space, and to build inclusion. We all have a role to play, and when we use our advantages with care and intention, we contribute to a culture where everyone has the opportunity to thrive.

Allyship in Action

Allyship is about moving from awareness to action. It means choosing to listen, to advocate, and to step up, especially when it's uncomfortable. And it's most powerful when it's practiced every day, not just during big moments. Allyship and privilege are linked because being an ally involves recognizing your own advantages and using them to actively support and uplift others.



The Inclusive Habits Checklist



These 5 inclusive habits are a starting point to help you embed inclusion into your everyday actions, no matter your role or seniority.

Broaden Your Perspective

Description: Seek out the voices, ideas, and experiences of colleagues who may work differently, come from different backgrounds, or hold different identities than you.

Implementation: Ask yourself: Whose perspective is missing from this meeting, decision, or conversation? Inclusion in the workplace means being willing to challenge the way things have “always been done,” staying open to feedback, and actively learning from others, especially when it feels unfamiliar or uncomfortable.

Stand Up / Speak Up

Description: When you witness exclusion, bias, or microaggressions in the workplace, whether it’s someone being talked over in a meeting, a dismissive comment, or an unfair decision – speak up. It doesn’t always have to be confrontational or public, but it should be intentional.

Implementation: A quiet check-in with a colleague afterwards, or a simple, respectful interruption in the moment can make a big difference. Silence can unintentionally reinforce harmful behaviors. Use your voice to advocate for others, amplify overlooked contributions, and help create a culture where everyone feels seen and respected.

Share the Space

Description: In meetings, conversations, and decisions, be aware of who’s included and who isn’t.

Implementation: Step back when needed, make space for quieter voices, and credit contributions openly. Inclusion means everyone gets to participate and be heard.

Avoid Assumptions

Description: We all carry unconscious biases, it’s part of being human. In the workplace, those biases can quietly influence who we trust, support, promote, or include.

Implementation: Start noticing when you might be making assumptions based on someone’s background, job title, communication style, or confidence level. For example, assuming someone isn’t ready for a leadership role, or overlooking a quieter colleague in meetings. When in doubt, pause, reflect, and ask instead of assuming. Inclusion starts with curiosity, not conclusions.

Use Inclusive Language

Description: The language we use at work can either create belonging or reinforce exclusion, often without us realizing. Be mindful of words or phrases that stereotype, generalize, or make assumptions about people’s identities, backgrounds, or abilities.

Implementation: Simple shifts like using gender-neutral terms (“partner” instead of “husband/wife”), respecting pronouns, or checking the pronunciation of a colleague’s name can make a big difference. Inclusive language builds trust, signals respect and helps create a workplace where everyone feels valued for who they are.

Inclusion is not about doing everything perfectly to be the “perfect ally”. It’s about showing up with intention and care. This checklist is your starting point. Which habit will you practice today?



Check out other
Diversity Toolkits
here!