10 TIPS FOR EQUITABLE & INCLUSIVE WORK ENVIRONMENTS IN THE CURRENT HEALTH CRISIS

UCLI UTAH CENTER FOR LEGAL INCLUSION

1 ## ADOPT A "PEOPLE FIRST" MINDSET

Take steps to actively support the wellbeing of all employees, with specific regard for those who may be disproportionately affected by health and financial strains. Clearly publicize all relevant resources.

2 ## MAKE REASONABLE ACCOMMODATIONS

Make available and acceptable sick and family leave, telecommuting options, flexible work arrangements, and other necessary adjustments in accordance with employment laws and best practices.

3 ## FACILITATE OPEN COMMUNICATION

Ensure that all employees are still receiving constructive feedback, that expectations and opportunities are transparently communicated, and that workplace diversity and inclusion dialogue remains ongoing.

4 ## CHECK YOUR ACCESSIBILITY

Verify, through employee and client feedback, that your communication technologies and other channels of information-sharing are accessible to all, including persons with disabilities.

5 ## CREATE COMMUNITY FROM AFAR

Commit to continuing to foster a sense of belonging among your employees, including maintaining mentoring and sponsoring structures and organizing virtual opportunities for connection.

6 ## ALLOCATE WORK IN A FAIR MANNER

Implement a standardized system of equitably distributing assignments in order to mitigate the influence of implicit bias and maximize employee participation and performance.

7 ## DOUBLE-CHECK DIFFICULT DECISIONS

Be mindful of the fact that women and people of color often bear the brunt of layoffs in financial downturns. Think critically and creatively about alternative cost-cutting and/or resource-shifting strategies.

8 ## LEAN INTO YOUR VALUES

Promote a healthy workplace culture by taking a stand against stigmas, stereotypes, differential treatment, and harassment. Be alert to emergent strains of discrimination concurrent with COVID-19.

9 ## HELP THOSE MOST IN NEED

Assist and encourage others to assist the most vulnerable within and outside your organization. To get involved in ongoing service opportunities through UCLI, visit www.utahcli.org/proximity.

10 ## EVALUATE AND INCORPORATE

Assess the impacts on organizational diversity and inclusion of new policies and practices you are adopting during this time and integrate beneficial measures into future standard practice.
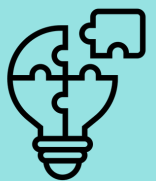
UCLI is committed to serving as a strong diversity and inclusion resource for Utah's legal community through and beyond this difficult time. We encourage you to reach out and keep in touch.

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