

Diversity and Inclusion Resource: UNION ELIGIBLE

Values differences by ensuring that all people are included, respected and can engage in their work to the best of their abilities.

- Builds awareness of diversity and inclusion through participation in diversity and inclusion initiatives
- Demonstrates a positive, respectful attitude towards others of different identity groups; notifies supervisor/manager if other's behavior or environment is hurtful or harmful to inclusion
- Provides service and learns how to make accommodations that meet the needs of people from different backgrounds, thoughts, etc.

Outstanding:

- **Identifies and suggests new ways to build awareness of diversity and inclusion for self and colleagues** (e.g. seeks out information on a new diversity and inclusion training course and suggests to a supervisor that the whole team could attend)
- **Actively learns and applies inclusive language to all forms of communication; educates others by modeling the behavior** (e.g. learns about a healthy lifestyle and motivates coworkers to walk on breaks)
- **Proactively reaches across functions to find ways to provide services that meets the needs of other people from different backgrounds** (e.g. learns and suggests substitutions for someone with food allergies)

Exceeds Expectations:

- **Seeks out new ways to build awareness of diversity and inclusion for self** (e.g. requests to attend a diversity and inclusion training course on campus)
- **Proactively applies inclusive language when interacting with others** (e.g. phone/ radios, work orders, etc.); **notifies supervisor/manager when actions or environment do not support diversity and inclusion**
- **Proactively finds ways in own work area to provide services that meets the needs of people from different backgrounds** (e.g. regularly checks automatic doors to ensure they are working; fixes a problem if found)

Successful:

- **Consistently and actively engages in diversity and inclusion training and activities when given the opportunity** (e.g. completes assigned training and applies learning to job, such as welcoming all new team members and assisting in their training as required)
- **Is respectful when interacting with others, including using appropriate terms** (e.g. makes an effort to use inclusive language when communicating with coworkers); **notifies supervisor/manager when actions or environment hinder diversity and inclusion efforts**
- **Provides services that meets the needs of people from different backgrounds** (e.g. notifies the appropriate person when finding an elevator is out of service)

Improvement Expected:

- **Demonstrates minimal effort to engage in learning or activities** (e.g. completes assigned training, but does not show effort to apply learning; expresses negative attitude about learning more about diversity and inclusion)
- **Sometimes uses inclusive language but gets defensive when alerted to use of incorrect terms; alerts supervisor/manager when obvious negative actions occur** (e.g. racial slurs)
- **Makes decisions or works in manners that limit inclusion or inadvertently results in the exclusion of others** (e.g. does not notify a supervisor when finding an icy ramp, but will salt it if asked)

Unacceptable:

- **Does not make any effort to learn when given the opportunity** (e.g. does not attend any workshops, do any online modules, or engage in any other activities when given the opportunity)
- **Uses derogatory terms when referring to and interacting with others even when educated on inclusive terms** (e.g. continues to use incorrect gender pronouns even when asked repeatedly not to); **participates in actions that hinder diversity and inclusion efforts** (e.g. laughs when a colleague uses a racial slur)
- **Fails to consider accommodations that meet the needs of people of different backgrounds** (e.g. does not fix or notify a supervisor of a broken hand railing in a staircase even when asked to)