

## SIMPLE STARTS:

# A Pathway to Progress in Diversity and Inclusion

Simple Starts are small behavioral changes that can help you create a more diverse and inclusive environment in your workplace. This approach doesn't require sweeping policy change, but instead taps into the individual power and influence that all of us have. **Simple Starts is about embracing that regardless of your position in an organization, everyone has the power to effect change.**

### Here are a few Simple Starts to try today:



#### NETWORKING

Find a mentor or mentee who has a different **lived experience from you**.

**Expand your network by joining or sponsoring an Employee Resource Group.** This is an internal marketplace for diverse candidates, diverse mentors/mentees, diverse interview panels and to learn about colleagues with different backgrounds.

**Serve as a career coach** either online or in your company's career resource center.

Invite **one person with a background different than your own** for a quick coffee once month.



#### HIRING

**Utilize Artificial Intelligence** to remove bias from the language and requirements in job descriptions.

Require a **diverse FINAL slate of qualified candidates** for job openings and commit to not filling a role when a diverse slate is not produced.

Assemble **diverse interview panels** for every hiring decision.

Apply **consistent interview questions and scoring**.



#### TEAM MANAGEMENT

During talent reviews and annual cycle discussions, **require that underrepresented associates are discussed first**.

**Rotate work assignments to all team members frequently** – both office housework AND highly visible projects.

Every 30 days, require each people management team member to **review who they hired, gave high-visibility assignments, and lost from the firm**. Call out when underrepresented talent is or is not discussed.

Annually assess who on your team has a mentor, who needs a mentor, and who is acting as a mentor. **Encourage your team to refresh those relationships regularly**.



#### EVERYDAY HABIT CHANGES

**Language matters.** Stay current on the preferred terms and customs of different cultural groups, utilize preferred pronouns, and stop addressing women/mixed-gender audiences as "guys".

**Embrace your power to choose** – replace "I can't" with "I choose not to."

**Monitor your information diet** by reviewing your personal sources of information and inspiration (i.e. news, social feeds, television shows) and add in some new voices.

To learn more about how we put Simple Starts into action, read this article by **Amy Philbrook, former Head of Diversity & Inclusion at Fidelity Investments: [Simple Starts: A Gateway to Changing Workplace Diversity](#).**