# Everyday Inclusion Toolkit: Creating Safety

We need to feel safe about making mistakes or not knowing what to do or say. Having the room to grow is CRITICAL to our ability to engage and have conversation vs defending our actions or retreating.

## Your Role as a Part of the Team
- ✓ Creating *safety* so the team can learn & grow
- ✓ Using your voice to allow the messy, hard conversations to happen

## The Expectation
- ✓ All learning together
- ✓ Mistakes = opportunities for education and progress
- ✓ It is OK to make mistakes, to say or do the wrong thing, or to not know what words to use or how to approach a situation
- ✓ It's not OK to disengage or leave someone feeling left out because of fear
- ✓ It's not OK to continue to use words or act in a way that is known to be offensive or that you have learned is offensive from our team

## Safety Language for Teams
- ✓ We all have room to learn. There will probably be mistakes or missteps along the way
- ✓ Let's stay curious and engaged
- ✓ We're going to have to be vulnerable at times. We're going to have to be courageous at times
- ✓ I know we would never want to intentionally make someone feel less than or left out
- ✓ If someone does or says something that makes you feel excluded or marginalized, assume ignorance not malice
- ✓ Let's keep asking ourselves, 'what else could be true?'
- ✓ Let's commit to having hard conversations and addressing issues as they come up. Let's commit to inclusion.
  - If you're not sure what to say or do, ask
  - If someone does or says something that makes you feel excluded or marginalized, speak up using the conversation framework