



The Election & Politics: A Resource Guide for Inclusion

This guide is not focused on politics or political position, rather *how we can proactively address the impact of this event on employees, teams and your company*. It's about leading through the election, the potential for uncertainty after November 3rd, and the weeks and months post-election in a positive, inclusive way.

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[FOUNDATIONAL]

1. Anchor Everything to Your Stated Core Values

- ✓ For example, core values such as ‘treating people with dignity and respect’, ‘teamwork’, ‘showing you care’, ‘working together’ provide a framework and expectations about behavior.
- ✓ Values are not changeable based on events. They are where you can meet on common ground despite your differences.
- ✓ The messaging is, “Despite what may be happening *out there*, this is what we believe, and how we behave internally.”
- ✓ Ask employees and coworkers to consider both their *intent* and their *impact* on others as it relates to anything politically related (clothing, conversations etc.)
 - If the intent and impact are in alignment with your core values, and expected behaviors surrounding those core values, proceed. If they are not, stop.

[PRIOR TO THE ELECTION]

2. Leverage Existing Policies and Practices

- ✓ Make sure you are compliant with applicable laws.
- ✓ Be proactive. Communicate your policy or practice for taking time to vote. Be prepared to address employee requests for time off on Election Day.
- ✓ Consider paid time off.
 - Consider making Election Day a company holiday
- ✓ Encourage volunteerism.
 - Encourage employees to serve as poll workers and engage in the democratic process in some way

[IMMEDIATELY BEFORE & AFTER]

3. Communicate, Communicate, Communicate

- ✓ Don't let it be the elephant in the room.
 - Everyone is thinking about it, processing it, and talking about it in small groups. It's better to be open about that reality.
- ✓ Acknowledge that it's hard.
 - There are going to be strong feelings and emotions.
 - See #1 - **anchor everything to your core values!**

4. Nix Most Meetings

- ✓ Be thoughtful about what meetings are scheduled on the day before, the day of and the day after the election.
 - It is best not to hold any significant meetings. You are very likely not going to have folks in a focused state of mind.

5. Go Easy on Priorities & Deliverables

- ✓ Be thoughtful about what expectations and deadlines you have in the week prior and immediately after the election.
 - There are high levels of distraction and anxiety during these weeks and your team may not be in a place to deliver their highest quality work.

[FOR SEVERAL MONTHS POST-ELECTION]

6. Provide Resources to Support Mental Health

- ✓ Support time off or offer a modified sick leave policy in order to offer their employees who may be struggling.
- ✓ Know and promote your current mental health and well-being resources
 - Make sure you're up to date on the resources that you can offer. Many organizations have added tools and benefits since the beginning of the year. Consult with HR or your Wellness/Health committee to see what's available.

[FOR SEVERAL MONTHS POST-ELECTION] cont.

7. Offer Specific Tools & Training for Inclusion

- ✓ Ask your Learning & Development team what courses are available on topics such as resilience, managing burnout, communication, empathy.
- ✓ Offer tools such as the Everyday Inclusion app (which includes resources on creating psychological safety, having difficult conversations, daily inclusive behaviors and empathy) that give employees quick access to the knowledge and tools to be inclusive.
- ✓ Partner with your Diversity & Inclusion team to provide resources that promote inclusion and belonging.

8. Be Present as a Leader and Team Member

- ✓ Check in with your folks. Really.
 - Recent data has shown that 70% of people have not had a 1-1 with the person they report to this year.
- ✓ Crank up individual coaching & support.
 - What's your capacity right now? Do you need anything? Do you want to discuss your deliverables are over these next couple of weeks?
 - This is not a 1-time event. Keep it up.
- ✓ Have a team check-in.
 - On a scale of 1-6, how are we doing in terms of inclusion?
 - How can we do better, improve?

9. Foster Community

- ✓ Do good... together.
 - Do something as a team or company for your community or an organization that needs support. Think virtual food drive, social distance park cleanup, letter writing to seniors.

9. Foster Community cont.

- ✓ Engage your ERG leaders and communities. Get engaged with your ERG communities.
 - Communities are impacted in different ways. ERG's are an ideal place for conversation, community building and support.
 - Be an ally. Show up, listen, support.

- ✓ Have some fun.
 - Laughter can heal. Do some fun virtual things - cooking classes, lunch hour trivia, karaoke, yoga - mix it up.

[TIMELESS]

10. Set a Clear Expectation - Be a Good Human

- ✓ Be Kind.
 - Model the way as a leader.
 - Notice and acknowledge people doing the same.

- ✓ Communicate and model treating people with dignity and respect.
 - Always. No exceptions.

11. Focus on Shared Humanity

- ✓ See and acknowledge our differences.

- ✓ Seek and acknowledge what we have in common.

About The Moxie Exchange

Diversity, equity and inclusion solutions that create inclusive workplaces where everyone can thrive. Moxie develops and delivers solutions that support inclusive values, create daily behavior change and embed inclusion in your culture. For over 10 years companies around the world have trusted Moxie to help them grow talent, interrupt bias and unleash human potential. Our product suite covers the lifecycle of unconscious bias and inclusion from recruiting to daily interactions, designed and delivered for everyone from your executive leadership to your newest hire. Our programs are delivered in a digital, actionable, scalable format. Several Chief Diversity Officers have called our solutions “the future of D&I.”



The Election & Politics: A Resource Guide for Inclusion Cheat Sheet

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[FOR SEVERAL MONTHS POST-ELECTION]

6. Provide Resources to Support Mental Health
7. Offer Specific Tools & Training for Inclusion
8. Be Present as a Leader and Team Member
9. Foster Community

[TIMELESS]

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11. Focus on Shared Humanity

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