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)