

SIMPLE STARTS: FOR INDIVIDUALS

Intentional Behavior Changes

Personal practices for individuals, managers, and senior leaders aimed at creating inclusive workplaces.

AS AN INDIVIDUAL, I CAN...

Expand my definition of diversity.

Broaden the concept beyond gender and race to include invisible qualities and life experiences.

Include my pronouns.

Offering pronoun declarations during introductions, on email signatures, business cards, and event name tags is a sign of respect to people who have been marginalized by gender expression and encourages an inclusive workplace environment.

Share my unique story.

If you are comfortable doing so, engaging employees and colleagues in transparent conversations about your own unique background can encourage an inclusive culture.

Speak up for underrepresented talent.

Insist that underrepresented associates be discussed and considered during formal and informal talent reviews.

Engage with an ERG.

Learn what ERGs are active at your firm. Start one, join one, or simply ask to attend a meeting. Share your learnings with others and promote awareness at the executive level.

Keep learning.

Sign up for DEI education courses regularly. Expand beyond introductory unconscious bias training.

DEI Simple Starts

Display my support.

[Click here to add the Diversity Project icon to your email signature, employee intranet, RFPs, social media, etc.](#)

AS A MANAGER, I CAN...

Be a coach.

Coach employees on how to engage with senior leadership. Empower diverse talent to feel heard.

Foster networking.

Find out how your employees prefer to network. Provide creative solutions on ways to interact in person and remotely. Create a sense of community and engagement that is appropriate for the firm and/or team.

Make time on the agenda.

Include a DEI component on staff meeting agendas. Create a team DEI council and have them invite guest speakers, share thought leadership, or lead discussions on DEI topics.

Rewrite job descriptions.

Don't accept job descriptions at face value. Ask yourself if this position were restructured, could it promote more representation at more levels? Optimize inclusive, neutral language in job postings to help your organization recruit more broadly.

Pull up existing staff.

Diverse candidates may not ask for a promotion or be seen as "stepping up" for challenges. Proactively look to those candidates that are capable and ready, even if they are not actively putting their hand up.

AS A SENIOR LEADER, I CAN...

Review promotion lists.

Ask that promotion lists be made public across upper management. Question if enough diverse employees are being considered. Challenge the criteria and push for equity.

Create transparency.

Even if your firm is not actively sharing DEI metrics, collect data for your own team and provide regular updates through town halls and staff meetings. Share data with C-suite and board leadership. Regularly assess your progress.

DEI Simple Starts

Prioritize the message.

When sharing DEI strategies, metrics, or goals, put it on the first page - not the back - of the presentation.

Hold everyone accountable.

Step away from the assumption that it's HR's responsibility. Assume personal responsibility and assign your employees measurable goals for advancing DEI within your organization.

Always be hiring!

Don't be limited by job requisitions. For jobs that are frequently open positions, encourage your teams to create a continuous pipeline of candidates. Keep diverse candidates in mind for future openings.

Find a sponsor for your "exceeds".

Work with HR to identify employees rated "exceeds expectations" across the organization. Pair them with sponsors that are not their direct manager.

Showcase a spectrum of qualities.

When choosing firm representation for client meetings, speaking engagements, etc., consider employees who showcase a wide spectrum of backgrounds, qualities, and talents.

Accept the challenge.

Embrace a "what gets measured gets done" mentality. Take ownership. Work towards a solution. Tension creates dialogue.

Sources: DPNA member firms.

Want to get involved in the Diversity Project North America?

Interested firms can visit nicsa.org to learn more about becoming a participating firm.



101 Federal Street, Suite 1900, Boston, MA 02110 | nicsa.org

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