**Examples of embracing diversity in the workplace:**

* Learn about the cultural backgrounds, lives and interests of employees outside of the workplace. Building relationships through increased understanding and trust helps to foster inclusion.
* Include opportunities for staff to interact in settings outside of work so that employees feel more comfortable.
* Be creative, flexible, and look for new ways of doing things.
* Ensure all employees have the opportunity to take part in decision-making and planning for social activities.
* Organize collective meals where employees can learn about one another's cultures by sharing food.
* Be aware of culturally significant events and holy days and grant requested leave for these events if possible.
* Invite staff to place multicultural events on your group’s calendars to avoid scheduling important meetings on major cultural holidays.
* Be aware of all faiths present in your workplace.

**Tips for creating a Gay, Lesbian, Bisexual, Transsexual, Transgender, Queer (GLBTTQ) inclusive environment:**

* Don’t assume everyone is heterosexual.
* If specific significant days or events are highlighted for other employees, annual Gay Pride celebrations (usually held during the month of June) should be similarly marked.
* Acknowledge the relationships of staff equally by ensuring that anniversaries, births and marriages/union ceremonies are celebrated in the same way.
* Use the term ‘partners’ when inviting spouses to social activities. This is a more inclusive and non-gender-specific term, and includes same-sex couples.
* Never reveal a GLBTTQ person’s sexual orientation or gender identity without permission.
* In training or information sessions for employees or managers, use concrete examples of situations that pertain to GLBTTQ persons.