

# INCLUSION TOOLKIT

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# WHAT IS INCLUSION?

Inclusion feels like you belong to a team or group

Inclusion makes everyone feel they can join in

Inclusion means that you feel welcome to join in an activity

Inclusion is the right to join in regardless of your ability or who you are

Inclusion feels like you are free to be yourself or part of the group without being isolated or excluded

# TIPS TO BE INCLUSIVE

Just be yourself and let people be the way that makes them happy and comfortable

Sometimes people get nervous, so it helps when people cheer you on and smile at you or be friendly

Treat people the same as how you want to be treated or the same as how you would treat a good friend

Ask how you can support someone to be included in an activity

# INCLUSION GOALS

Be friendly and get to know everyone on the team

Make sure everyone has been invited to join an activity or meeting

Be clear with everyone about what successful inclusion looks like

Explain why everyone should be a part of a team activity or meeting and the importance of having their voice heard and having them participate

Share what happens in that team activity or meeting so they know what to expect

Make sure everyone in the group has an opportunity to participate or share their thoughts

Ask and help someone if they are not joining in

# **UNCONSCIOUS BIAS AFFECTING INCLUSION**

**Some people view and treat others differently without realizing it, this is called unconscious bias, and we all have them. It is important to be aware of bias' so that you don't exclude people and everyone feels like they are as important as anyone else.**

**TAKE TIME TO  
REFLECT ON HOW  
YOU VIEW AND  
TREAT OTHER  
PEOPLE**

# Toolkit by Miranda Yates & Bertha Mukonda

VIDEA would like to acknowledge the ancestral, traditional and unceded Indigenous territories of the WS'ANEC' (Saanich), Tsartlip and Tsawout (central Saanich), Lekwungen (Songhees), Wyomilth (Esquimalt) and T'Sou-ke (Sooke) Coast Salish Peoples, on whose territory we work, live and play.

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