



# DTE

# 50

simple ways  
to be inclusive



“Inclusion doesn’t  
happen naturally -  
it’s something we  
need to work at  
and practice,”  
- Diane Antishin



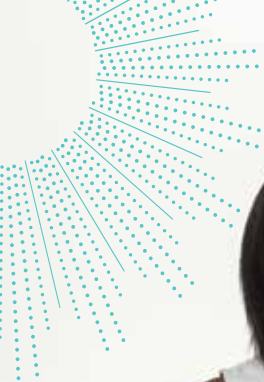
**YOU ARE  
WELCOME  
HERE**

At DTE, we're focused on building an inclusive culture and creating an environment where all employees feel welcome and a sense of belonging.

We know that having diverse and inclusive teams leads to better business outcomes and helps us achieve our company's key priorities. And when employees feel included and "on the inside," their energy rises and they're more engaged.

*"Inclusion doesn't happen naturally - it's something we need to work at and practice,"* said Diane Antishin, vice president of Human Resources Operations and chief diversity and inclusion officer. *"In fact, our human brains are hard-wired through evolution to favor people who are most like ourselves. This is because thousands of years ago, "outsiders" presented threats and belonging to a clan or tribe increased odds of survival. Given this natural bias, we have to consciously work to include others."*

Join us on our journey to create a welcoming environment at DTE by practicing these 50 simple ways to be inclusive.



# 3

## simple ways to use this book


Continue using the book after Welcome Week. Make it a part of your D&I Journey Commitment Plan.

- 1 *Leave it on the table in your team's conference room and discuss one of the tips at the start of every meeting.*
- 2 *Pick one simple idea and practice it for a week, individually or as a team.*
- 3 *Challenge yourself and your coworkers! Create a chart and log how many times you and your coworkers practice one or more of these behaviors a month.*



1

Speak up if you witness  
someone being interrupted.  
Your voice as an ally is so powerful.



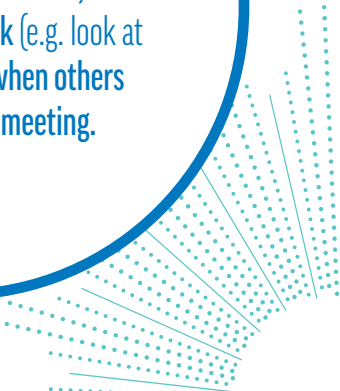


# 2

In meetings, if you have not  
heard from someone,  
ask them what their views are.

# 3

**Give your full attention;  
please don't multi-task (e.g. look at  
cell phone, laptop) when others  
are speaking in a meeting.**





# 4

Seek to understand and build awareness of your own bias; ask yourself, what stereotypes might I have of others who are different than me.

# 5

Before your meeting, make it a habit to distribute resources and documents to all participants, so everyone is on a level playing field to contribute ideas.





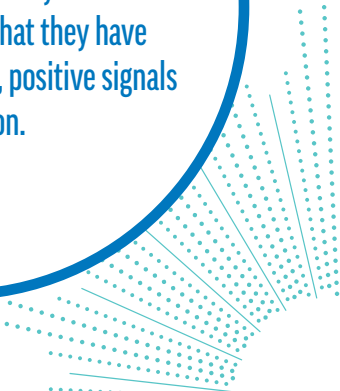
# 6

**Be curious!**

**Learn about people, listen actively  
and be open to viewpoints that  
are different from your own.**

# 7

Make eye contact and nod your head.  
Letting people know that they have  
been heard sends strong, positive signals  
for inclusion.



# 8

In a meeting, don't forget about people who are not physically in the room and calling in remotely. Use creative ways to remember who is on the phone, such as placing signs or photos in the middle of the table.

# 9

Plan a team engagement or volunteer activity in a diverse community, attend an event or visit a local cultural museum to learn more about different cultures.





# 10

“Act with integrity and show respect”  
– one of our company’s values.  
When we honor differences, we show  
respect for people as individuals.

# 11

Whenever possible, use the inclusive language of “we” rather than “I.”







**12**

**Do not assume that every member of a  
marginalized group feels oppressed.**



**13**

Make sure to give credit to the person  
who comes up with a new idea.





**14**

**In cross-functional meetings, purposely solicit feedback from all perspectives.**

# 15

Keep in mind that colleagues may be observing religious holidays or cultural celebrations that are different from your own, especially during November and December. Respect their holidays and celebrations as much as your own.


# 16

Make sure the voices of others are heard.  
Give coworkers a chance to explain  
their thoughts and ideas.



17

Share your perspective too.  
When we leverage different perspectives from  
everyone at the table and have diversity of  
thought, we get better results.





**18**

If I am not present, speak up for me on my behalf if people are drawing incorrect conclusions.

# 19

Include everyone equally in social outings  
- a lot of us also like sports, happy hours,  
art, music, etc... too.







**20**

**Be courageous.**

**Be willing to speak up against  
disrespect and challenge mindsets, practices  
and words that limit or stifle inclusion.**

# 21

If asked to speak on a panel that isn't diverse, recommend that it be diverse and ask a diverse colleague to join.



# 22

Practice 10 and 5.

Anytime you are 10 feet away from someone make eye contact and smile warmly. When you are five feet away, extend a sincere greeting or friendly gesture of acknowledgment.

# 23

Ask questions to learn more about different experiences and perspectives.

Try not to assume.





24

Listen as an ally.  
Listen, listen, listen and engage, be a partner.



**25**

Coach a colleague who has demonstrated non-inclusive language or actions.

# 26

Be aware of your unconscious bias and work to manage it. Ask yourself what biases you have and why. Learn more about the idea, individual or group to better understand how and why you have this bias.



27

Sign up to take our company's  
“Connecting with Others” training to  
learn more about unconscious bias.  
Search ‘diversity’ in Aspire.







**28**

**Ask someone about their career aspirations  
and offer helpful advice.**



**29**

Ensure that interview panels  
are balanced and diverse.




**30**

Ask for feedback  
and how you can be more inclusive.



**31**

Be an upstander.  
Don't tolerate hate regardless  
of who is or isn't in the room.





**32**

If you are selected for a team or project,  
and there is no diversity represented,  
invite someone to the team.

# 33

Learn about a religious or cultural holiday  
that is different from your own.





**34**

Tailor your advice to every specific individual.

# 35

Build your cultural intelligence.  
Seek out experiences and situations  
where you are interacting with people  
from different cultures.







# 36

When making important decisions,  
invite others who can broaden your viewpoint  
and offer different perspectives.



**37**

Be cognizant of stereotypes  
and avoid falling victim to them.





**38**

When you greet someone “Hi” or “Hello”  
do so with enthusiasm and positivity.

# 39

Seek opportunities to interact with your coworkers in a less formal environment. Take time to go out to lunch, a park, a social event, etc.



**40**

Get involved with one of our Energy Groups  
and become an ally.



41

Build awareness for our Energy Group events,  
share newsletters with your team, attend  
events and bring others with you.

# 42

Ask someone to be your diversity mentor.  
Choose someone who can provide  
“safe-space” feedback on inclusion mis-steps,  
who can help navigate challenging  
conversation and who can share feedback  
on his or her experiences.



**43**

**Don't avoid trying to be an ally because  
you are fearful of making a mistake.**







**44**

Execute acts of inclusion  
even when no one is watching.



**45**

Seek and build diverse project  
and work teams.

# 46

Learn about the important religious holidays or cultural celebrations that are important to members of your team.



**47**

Lean into discomfort.  
Make a conscious choice to  
move out of your comfort zone.



**48**

Ask someone who is different than you to be your mentor, and/or be open to mentoring someone who is not like you.



**49**

Consider your impacts  
rather than your intentions.



**50**

Leverage all of our company's tools to  
learn more about unconscious bias.  
Inclusive culture and how to be an ally.

Thank you for being a part of our diversity and inclusion journey!  
Visit the Diversity & Inclusion Tools & Resources page on Quest.



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