



# CHECKLIST: HOW TO BE AN INCLUSIVE CEO

## FOR WHOM?

For CEOs or managers.

## WHAT?

As CEO or leading a department, you are the face of the organisation and have an exemplary function. Your words, actions, proposals and decisions have a direct impact on the company culture, on the way of working and above all: on the motivation of employees. This checklist can help you make your company or organisation more inclusive, address employee concerns and encourage respect for each other.

## DE CHECKLIST

- ✓ Set an example: in your choice of words, humour and comments, make sure you treat everyone with respect and avoid sexist, racist, homophobic or other disrespectful remarks.
- ✓ Set a clear agenda and encourage the appointment of diverse role models – set targets for gender progression and diversity at all levels of leadership, involving HR.
- ✓ Let everyone within the organisation know that this is important to you
  - With a message to all colleagues (video, e-mail, during a staff meeting,...)
  - By engaging in serious conversations about inclusion with your immediate colleagues. Make it clear that you expect them to have the same exemplary attitude, so that this radiates to every team manager.
- By making it clear that it is not about taking power away from a certain group, but rather about redirecting activities that ensure everyone's involvement. It is about levelling the playing field to ensure fairness.
- ✓ Never encourage or contribute to gossip about other employees or managers. If you catch something, ask your employees to stop it.
- ✓ For presentations, make sure you switch languages between FR and NL if the audience is bilingual. If you choose English, a few words in the language of the attendees will also help with inclusive communication.
- ✓ Make sure you encounter employees of all levels, with enough time and mutual trust between one another for them to tell you how they truly feel. Colleagues of different generations, genders, backgrounds, and abilities can give you valuable input on how they experience the company values in the workplace.
- ✓ Set up working groups that can help prepare and better understand decisions that will be affecting the whole organisation. Ensure that different genders, origins and generations of all levels, contribute. This sends a strong message of inclusion and also often leads to better and more informed decisions.
- ✓ If your organisation has some networks, also called Employee Resource Groups, make sure you connect with them. Sponsor them even. Networks of employees who identify

as LGBTQ+ or allies of this community, a gender mix network, a multicultural network, a network linked to certain age groups,... can be valuable partners.

- ✓ Show a respectful interest in your colleagues: What are their own greatest challenges? What do they see as the organisa-

tion's weaknesses? Daring to show yourself vulnerable will help you to become a better CEO too.

- ✓ Consider signing the Inclusive Panels Charter, also one of the tools of this Inclusion toolbox.



## MORE INFORMATION?

Please contact [InclusionInFinance@febelfin.be](mailto:InclusionInFinance@febelfin.be)