

Our Community Behaviours

Newsteer has a balanced and exciting workplace culture with a focus on colleagues, clients and community.

Our Community Behaviours set out our commitment to promoting an inclusive and diverse workspace where everyone feels supported.



- ✓ **Communications** - consider using individual names or 'To Whom It May Concern' or 'Team' and use appropriate terminology. Refer to members of Newsteer as colleagues as opposed to 'staff'.
- ✓ **Meetings & Presentations** – when addressing the room consider using terms such as 'everyone' or 'all'. Encourage a diverse group of attendees where possible.
- ✓ **Stereotyping** – take steps to actively challenge this type of behaviour internally & externally. For example, encourage more senior colleagues to offer and make coffees/ take notes at a meeting and encourage junior colleagues to take lead roles in meetings, presentations etc.
- ✓ **Unconscious Bias** – be self aware that this exists and raise awareness amongst peers to avoid this influencing behaviour or decisions.
- ✓ **Mindful Responses** – have a considered response and be mindful of all parties involved when responding to any unexpected or challenging situations and always treat others with respect and kindness. If you require support please refer to senior colleagues or your BU head.
- ✓ **Monitoring** – we are committed to these behaviours and will monitor regularly through our internal processes.

Useful Links:

- Using non-discriminatory language: <https://www.un.org/en/gender-inclusive-language/guidelines.shtml>
- Raising awareness of unconscious bias: <https://www.acas.org.uk/improving-equality-diversity-and-inclusion/unconscious-bias>

For any queries regarding this please contact paul.manning@Newsteer.co.uk

