### STRATEGIC GUIDE



#### The Inclusive Calendar

A Strategic Guide on Planning and Celebrating Diversity, Equity, and Inclusion for HR Managers

## TeamBuilder ov Pntuition

#### March Initiatives:

Women's History Month International Women's Day (March 8th)





## The Inclusive Calendar

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As we usher in March, we are presented with two pivotal opportunities to celebrate and foster inclusivity within our workplaces, International Women's Day (IWD) on March 8th and Women's History Month. These occasions hold immense significance, not only in recognizing the remarkable achievements of women but also in promoting an environment where all employees can realize their full potential, unrestricted by gender-related barriers.

At the heart of our commitment to diversity, equity, and inclusion (DEI) lies the belief that roles should be filled based on merit and the qualifications of the individuals. We understand the importance of choosing the best person for the job, rather than relying on quotas or tokenism. However, it is equally crucial to acknowledge that despite progress, women still face unique challenges in the workplace.

Unconscious biases, disproportionate responsibilities in unpaid work at home, the struggle to fit into male-dominated industries and leadership teams, and distinct communication styles – are just a few of the obstacles that women may encounter. We aim to create an environment where these barriers no longer impede the advancement of the most qualified individuals. By doing so, we ensure that companies can access a pool of the best candidates, untethered by gender-related disparities.

This month, we invite you to join us in celebrating the incredible contributions of women while reaffirming our commitment to dismantling the invisible barriers that may hinder their professional growth. By doing this, we foster an inclusive workplace where talent knows no gender boundaries, where every employee can bring their authentic selves to work, and where excellence is the ultimate determinant of success.

#### Don't miss our monthly guides!

Subscribe to our monthly newsletters for more challenges, guides, and helpful articles on team building.





# TeamBuilder Planning Guide



#### Define the event goals and objectives.

FEBRUARY 5TH

Define the event goals and objectives and determine what you aim to achieve with the event. You can acknowledge and celebrate International Women's Day and Women's History Month through these activities:

#### Communication and Awareness Campaign

Raise awareness about the initiatives and their impact.

#### Pathways to Success: Women's Leadership Showcase

Host a panel discussion featuring accomplished female leaders from across your organization to inspire and empower all women by sharing personal stories, insights, and experiences. By showcasing the diverse journeys, challenges, and achievements of female leaders, this event aims to inspire all attendees, regardless of their career stage, to aspire to leadership roles, ask questions, seek mentorship, and contribute to a supportive community.

If your company does not have the resources to support a panel discussion and open forum, you can conduct this event as a video or article spotlight series.

#### Pay Equity Audit

Commit to conducting a pay equity audit within your organization. Identify and rectify gender pay gaps to ensure equal compensation for equal work. Transparency in this area is essential for building trust. A gender pay gap analysis can also enhance workplace morale, retention, and productivity, ultimately enhancing your company's reputation and competitiveness in the job market.

#### Coffee Chats

Launch a coffee chat program to match experienced employees with those seeking guidance and professional development for a coffee, creating a foundation for longer-term mentoring partnerships in honor Women's History Month. The planning and execution guide for this event can be found in our January DEI planner > here.

FEBRUARY 14TH





#### **Communication and Awareness Campaign**

Draft and schedule a company-wide communication informing employees about each of the initiatives you will be supporting

FEBRUARY 15TH

	and share their significance and your company's commitment to supporting them.
	The 2024 IWD theme is #InspireInclusion - encourage your employees to strike the pose and share it on social media to show how your company is celebrating IWD. Learn more here.
Lea	nding by Example: Women Empowering Women
	Find a skilled facilitator who can guide the conversation effectively.
	Secure a suitable venue, either physical or virtual, with the necessary technical equipment.
	Brief the panelists and facilitator on the event's objectives, topics to be discussed, and the importance of creating an open and supportive environment.
	Plan a structured agenda that includes introductions, the panel discussion, audience questions, and a closing statement. Ensure a balanced mix of personal stories and professional insights.
	Ask a senior leader to deliver the opening remarks to reinforce your organization's commitment to gender diversity and inclusion.
	If you will be conducting this event as a video or article series, you would have your facilitator interview each of your selected female leaders independently and share one interview a week across your company to inspire employees and encourage dialogue.

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FairPay: Bridging the Gap

the audit.

Clearly define the scope of the audit, including the positions, departments, and locations to be assessed.

Set specific objectives, such as identifying and rectifying any gender pay gaps and ensuring compliance with relevant labor laws.

Establish a cross-functional committee consisting of HR professionals, legal experts, and finance representatives to oversee

Gather comprehensive data on employee compensation, including salary, bonuses, incentives, and benefits.

Ensure data is categorized by job roles, levels, and any relevant factors impacting compensation (e.g., years of experience, performance ratings).





### Finalize, schedule and confirm that all communications have been sent

MARCH 1ST

#### Rising Women, Rising Stars: A Leadership Symposium

Don't forget to include key dates and details of each activity planned.

their career journeys, successes, failures, and lessons learned Personal narratives can be incredibly inspiring.
Allocate ample time for audience questions. Use both written and live questions to ensure a wide range of perspectives. Encourage junior staff to ask questions, fostering engagement.
If you will be conducting this event as a video or article series, kickof the series with a message from your senior leader sponsoring the initiative to show your company's commitment to the cause from the top. Remember to ensure your content is accessible by including features like subtitles and text alternatives.

#### **Wage Equity Commitment**

Analyze the data to identify gender-based pay disparities that cannot be attributed to legitimate factors.
Develop a plan to rectify the pay gaps, including salary adjustments and changes in compensation policies such as adding salary ranges to job descriptions and gender-neutral hiring practices (such as stripping names and any pronouns from resumes and recruiter notes).
Communicate the findings and proposed actions.
Provide training and education to HR teams and managers to raise awareness and prevent future disparities.
Establish a system for monitoring to ensure pay equity is maintained over time.

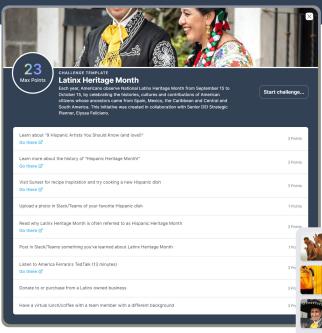
MARCH **31**ST





# Engage your team with TeamBuilder

<sup>by</sup> Ψntuition



Create an account with TeamBuilder, where we've created an initiatives calendar with quick-launch, fully-automated templates, and inclusive challenge activities. Employees can score points by watching, listening, reading and performing certain tasks related to the initiative.

Just one click and that's it!

Access many more templated challenges for all of your DEI initiatives. For more information on how to get started, click the button below to schedule a meeting:

Talk to us



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