



KONICA MINOLTA

# TOP TIPS FOR AN INCLUSIVE CULTURE



## WHAT IS AN ALLY?

Active allies utilise their credibility to create a more inclusive workplace where everyone can thrive.

The most important part of being an ally is taking action. It isn't being a bystander, it's about being an upstander.

Anyone has the capability to be an ally. An ally recognises that though they are not a member of a marginalised group(s) they support, they make a concerted effort to better understand the struggle.

## WHEN TO STAND UP?

We all know that if we hear

something offensive or derogatory, it's probably time to step in, but bias isn't always as noticeable as that. Through understanding our conscious and unconscious biases and their potential impact, we can seek to address them and better support others.

If someone says or does something derogatory or inappropriate, where possible it should be addressed in the moment, or take the person aside later to talk about it in a non-aggressive way.

**We must speak out to raise awareness.** In meetings, do you call out interrupters? Don't be afraid to respond to behaviours that prevent someone's voice from being heard or their ideas being shared.

### **Enable everyone to have a voice.**

Could you Invite different opinions into your conversations or meetings? When encouraging different opinions and challenges, create a safe environment to express points of view. When there's disagreement, help people approach the discussion with a collaborative mindset.

Keep in mind that people may have disabilities that you don't know about. Inform yourself about ways to create an inclusive atmosphere for people with invisible disabilities. For example, don't assume everyone can stand through a long meeting, hear a presenter without a microphone, or follow a video without closed captions.



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If you are recruiting new team members, go out of your way to create a diverse applicant pool. You could even encourage your team to review applications without knowing the candidates' names or seeing their LinkedIn profiles before assessing their potential.

“Gender equality - believe it, see it, deliver it”

Shoe Yamana  
President -Konica Minolta

Make a point to celebrate and give credit to your team members when it is due. Employees from unrepresented identities are much more likely to have their accomplishments and credentials overlooked than people with a dominant or majority identity. As well as saying thank you, you can use the recognition tools available to you.

Get to know your colleagues. Learn about their ideas and skill-sets. When an opportunity arises, you can help connect the dots and invite them in and share your platform. Through open dialogue you can build trust with your colleagues and

understand each other to better enable you to offer support when its needed.

Offer a hand up through mentorship or sponsorship, especially if you are in a position of authority. This could be done through offering stretch assignments to less experienced employees to allow them to grow into new skills and encourage them to learn.

Are you welcoming and willing to develop people and hand leadership to someone else or involve other people in projects you are working on?

## HOW CAN YOU BE AN ACTIVE ALLY?

Take our quiz to help you understand how inclusive you are. Based on the results, there are simple steps you can take to become more inclusive.

Set up your own network. We have created a tool-kit which gives tips on where to start and learnings from our Women's Network.

“Only by acting as ‘one Konica Minolta’ can we provide equal opportunities for all colleagues”

Sarah Stone  
Director of People & Culture- Konica Minolta UK

Join our Women's Network or get in touch. Our Women's Network are available if you need further guidance on where to start or how to find out more.

You can also access further learning materials, available at any time, on LinkedIn Learning including- giving and receiving better feedback, skills for inclusive conversations and exploring unconscious bias. These are all available through MPLUS at any time. You could work through them as an individual or as a team.

Why not consider how you could help to drive a more inclusive culture at Konica Minolta and the actions you could take to make a difference?

“Think equal, build smart, innovate for change”

Lars Worzner- MD Cluster North Konica Minolta



## LET'S TALK

Contact us to find out how you can support building an inclusive culture at Konica Minolta [womens-network@konicaminolta.co.uk](mailto:womens-network@konicaminolta.co.uk)

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