



Do's and Don'ts of Celebrating Diverse & Inclusive Holidays

- 1** Ask for feedback – what holidays matter to your employees, have a suggestion box, anonymous surveys and encourage staff to submit the holidays/observances that are important to them and how they are celebrated.
- 2** Create awareness – develop a calendar with all (suggested) holidays and observances. Make it easily accessible and visible.
- 3** Make it optional to participate in any activities or celebrations.
- 4** Create a safe space for sharing – acknowledge and validate those that share and encourage others to do so when they are ready and in their own way.
- 5** Create a committee/employee resource group (ERG) to oversee celebrations and activities. Include employees for different departments, gender, race, positions, ethnicity, etc. for a diverse and inclusive group. This opportunity should be open to all employees.
- 6** Communicate why your facility is celebrating a holiday or observance. Educate your employees about the significance of the holiday.
- 7** Show respect – avoid culturally insensitive biases, be inclusive of all (winter holidays).
- 8** Be thoughtful and inclusive – Consider decorations, scheduling needs, food and beverage, and holiday/observance origin and purpose with thought and care (not all holidays are happy holidays.)
- 9** Approach as year-round commitments to change and understanding through sharing, acknowledgement and creating a safe environment.
- 10** Don't make assumptions. Don't assume everyone celebrates the same holidays in the same way or wishes to participate.

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