

# WORKPLACE INCLUSION DURING THE HOLIDAYS



## Tips for Holiday Inclusion

- Value people, their customs and traditions. Make sure they feel like they belong and are welcomed all year round.
- Know who your employees/clients are and find out how to support them during this time.
- Learn about, and make visible, other holidays and traditions. Dedicate time and resources to this. Put what you learn into practice.
- Remember that the holidays can be hard for some people for many reasons (eg. financial, mental health, unbalanced domestic responsibilities, grief or lack of family supports).
- Focus on the core values of the holidays instead of excessive consumerism. Donate to a community organization instead.
- Invite feedback and be open to conversation.

## Inclusive Language

Christmas is not cancelled. It's just that there are also other holidays throughout the year. Be open to learning and celebrating them. Yes, you can say Merry Christmas. Or Happy Holidays. Or Happy Hanukkah. Or whatever is most appropriate in your circles.

## Best Practices

- Create a diverse planning committee.
- Be inclusive when decorating. Learn about the traditions of other holidays at this time of the year.
- Check an inter-faith calendar to make sure that end of year parties don't fall on other important December holidays.
- Host voluntary holiday parties (with no associated stigma).
- Be aware of dietary restrictions and offer non-alcoholic drink options at events. (Also, don't ask why someone is choosing non-alcoholic drinks.)
- Allow for inclusive (or floating) holiday leave/days off.
- Normalize opting out of parties and/or events, let staff create their own boundaries.