



BROWN

Office of Institutional
Equity and Diversity

Tips for Centering Equity and Inclusion While Working Remotely

The Office of Institutional Equity and Diversity is committed to maintaining an inclusive environment for the entire Brown community during this difficult time. As the University shifts business operations to virtual spaces, we recognize the impact that this unique situation may have on staff who are managing new realities at home. To ease this transition, we share a list of ways you can center diversity, equity and inclusion when engaging with colleagues and while working remotely.

- Be mindful of the ways in which a crisis can impact various communities and how individuals from different backgrounds (race, ethnicity, age, religious affiliation, socioeconomic status, gender, sexual orientation, etc.) may have varying responses to the same situation based on their lived experiences.
- Be cognizant that during a global crisis there may be increased tension and heated discussions. If these moments lead to a [bias incident](#) occurring, you can [report incidents of bias](#) to the Office of Institutional Equity and Diversity for resources and support information.
- Use good judgement when communicating about the pandemic. Never use the term “Chinese Virus”. Refer to the virus as either “COVID-19” or “coronavirus” in both oral and written communications. Do not use derogatory terms that target certain communities – particularly those of Asian descent in this instance.
- Be thoughtful and intentional while communicating with colleagues. Physical distance and communicating through a screen make it easier for miscommunication to happen and make it harder to listen. Use good listening techniques, actively take note, and build action plans so everyone is on the same page.
- Recognize your needs. For some people who crave the social interaction of the office, working from home can hold unexpected drawbacks. For others suddenly being home with others when you prefer privacy may also be a challenge. If you’re feeling isolated or lonely use group chats, videoconferences, and more frequent phone calls to get the connection you need. If you are someone who needs time alone to think or recharge, discuss that need with your family and work on building quiet time into your schedule.
- Be kind. Be flexible. Be adaptable. Remember that people may be operating with limited resources and could have additional stressors during this time (family member ill, family member lost a job, parenting and teaching children, etc.).

All members of our community are encouraged to use the [Brown University COVID-19 website](#) for the latest updates and view the references and resources listed below for additional information.

References and Resources:

[Equity and Inclusion During COVID-19](#), University of California