



[Version 2022 April]

Recommendations from the IMAGE Equity, Diversity, and Inclusion committee to help your lab be an inclusive, equitable, and diverse place to work:

- While experimental sciences often require a flexible work schedule, **one-to-one, group, and lab meetings should be scheduled during business hours (typically Monday to Friday, between the hours of 9 am and 5 pm, excluding holidays)**. In addition, institutional-wide meetings, retreats, or conferences should also be held within business hours. Your colleagues with children and/or caring responsibilities may find it difficult to attend meetings outside of core work hours.
- **If someone hasn't spoken in a meeting, we recommend taking a moment to ask them their opinion.**
- **Lab social events should include a range of activities**, for example, not always including alcoholic beverages (some individuals do not drink alcohol for religious, medical, or, personal reasons), not always including physical activity (some disabilities prevent individuals from participating).
- **Religion/allergies/other dietary requirements should be considered when planning food for events.**
- **We recommend adding your pronouns to your email signature** (i.e. he/his or she/her or they/their)
- **We recommend asking a colleague to blind CVs in the initial stages of the hiring process.** This removes unconscious bias, based on names and gender.
- **We recommend that colleagues inviting speakers and panelists should diversify their selections** considering, for example, people of multiple genders, races, or ethnicities.
- **Discuss with your PI / trainees/ staff religious holidays you or they would like to observe. Also discuss requirements for prayer.** Roswell Park have a chapel located on the first floor of the main hospital (room 1403). In addition, rooms or offices within the CBLIS can be booked for private prayer (a member of the EDI committee can help you with this).
- **English is not everyone's first language.** Speak clearly and at a moderate pace. In addition, be considerate of those around you and the languages they speak, so that all feel included, comfortable, and able to contribute to a discussion.