



JOB BOX TALK INSTRUCTOR GUIDE

Subtle Acts of Exclusion

1. DEFINE THE TOPIC AND GIVE EXAMPLES

Indirect, subtle, or unintentional discrimination against members of a marginalized group. Also known as microaggressions, these are often unintentional acts that communicate one of the following:

You are – Invisible

EXAMPLE: Inviting coworkers for Happy Hour and telling the new girl “we didn’t think you’d want to come.”

You are – Inadequate

EXAMPLE: “I wouldn’t have thought you were black; you speak so well.”

You are – A threat or burden

EXAMPLE: “You work hard for a girl but we’re going to get hurt having someone like you around.”

IMPACT

2. EXPLAIN THE IMPACT OF THE TOPIC

When left unaddressed subtle acts of exclusion:

- Reinforce marginalization
- Deny equal access to opportunities
- Invalidate the way that oppressed groups experience their own reality



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Expectations

3. DESCRIBE EXPECTATIONS FOR ACCEPTABLE BEHAVIOR.

1. Get Curious! Start with questions like:

- What did you mean by...
- Tell me more about...
- Where did you get that information?
- What makes you think that?
- What if...

2. Name it out the front door!

OBSERVE "I OBSERVED you say/do ____."

THINK "It makes me THINK that... ____."

FEEL "I FEEL ____ when you say/do ____."

DESIRE "I desire that you ____."



4. ASK REFLECTION QUESTIONS

What is an example of a subtle act of exclusion/microaggression you have experienced or seen on a work site? How did you react? Will you react differently now?



5. END WITH KEY TAKEAWAYS

Subtle acts of exclusion can often be ignored in the workplace because there is no explicit intent to degrade, exclude or to discriminate. Subtle acts of exclusion are a result of the implicit bias that people carry with them. Address them when you hear them to help create change!