

Tips & tricks

SCRIPTS FOR ALLIES PREPARING WHAT TO SAY IN ADVANCE

These scripts were written to complement the guide: 'Embrace Equity on & Beyond IWD 2023.: 35 Action Steps You Can Take No Matter Your Gender or Level.' Although they've been written with women in mind, they should come in useful for anyone with a protected characteristic.



When you're running a meeting and want to ensure inclusion for all participants.

"Let's make sure everyone is comfortable speaking up and giving their input."

"I want to hear from everyone in the room, including those who may not have said anything yet."

"Can someone please share an opposing view so we can make sure all perspectives are taken into account?"

"If anyone needs more time or space to consider their response, please let me know."

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When you see someone talking over a woman or interrupting her in a meeting.

(Before a meeting starts...)

"Team, it's important everyone in the room is given a chance to contribute and express their thoughts and opinions. So, please be mindful of others when speaking so that everyone has the opportunity to be heard without interruption."

(During the meeting...)

"Bob, please don't talk over the top of Janice."

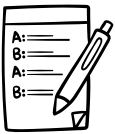
"Bob, please let Janice finish what she's saying."

(If you need to take someone aside after the meeting...)

"I understand that you want to express your opinion but please be mindful that interrupting a woman is disrespectful and shows a lack of consideration for her. It's not how we do things here."

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When you witness inappropriate behaviour.

"I want to make sure everyone understands my stance on harassment and inappropriate behaviour. Please read our company policy and if you need clarification, come speak to me asap."

"Harassment and inappropriate behaviour are never acceptable. I expect all of us to treat each other with respect, and I won't tolerate any behaviour that doesn't meet this standard."

"I'm firm on the point that we always show each other respect, and any form of gender-based harassment will not be condoned. Anyone engaging in this type of behaviour will face corrective action without delay."

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When someone tells a sexist joke or is disrespectful to a woman.

"Making a sexist joke isn't appropriate. It promotes an environment of hostility and inequality. Please be respectful and think twice before making such jokes in the future."

"I'm jumping in here because cracking sexist jokes isn't cool or appropriate. We don't do that here as it creates an environment that's hostile and unfair. So, please, let's be respectful and think twice before making such jokes in the future. We want to create a positive and inclusive environment for everyone!"

"We don't tolerate sexist jokes at [insert company name]."

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When someone takes credit for a someone else's work or ideas.

"I understand that ideas or work can be misappropriated, but I won't accept someone taking credit for Jane's efforts. Please respect the fact that she deserves recognition for what she's done."

"We're all working hard, and it's important everyone receives credit for the time and effort they've put into their work. If you take someone's ideas without permission or without giving them proper attribution, then I'll ensure there will be repercussions."

These three examples come from Jeffrey Wheatman, SVP, Cyber Risk Evangelist...

'Hold up, I think 'Mary' just made a great point, maybe we should stop and dig a little bit.'

'Great point Bob, I am pretty sure Jenny just said that exact same thing, anyone have any questions for Jenny on that idea?'

"Team, right before we got started Stephanie shared some great ideas on the topic and I would like to start off with those ideas, Stephanie, the floor is yours for the first 7-8 minutes of the meeting..." (obviously this one was planned with Stephanie in advance)

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When you need to apologise for your behaviour.

"I'm sorry if I've made you feel uncomfortable. That wasn't my intention. I'll ensure that doesn't happen again."



When you want to praise an active ally/ advocate.

"You know, I really appreciate you helping out there,"

"That was really thoughtful of you,"

"I'm glad to see you taking an active role in supporting our female colleagues."



When you want to praise a young woman or girl.

"Well done. You've worked hard."