



## Welcoming Workplaces

Here are some ways to make newcomers feel welcome and part of the team:

### Consider the first day.

- Show new employees that the team is excited to have them aboard by having their workspaces and technology set up and ready to work.

### Consider accommodation needs.

- Designate an appropriate location for employees from other cultures who may participate in religious practices during the workday. Reschedule team activities to enable employees to engage in religious practices.



**Online Adaptation:** If your team works remotely, offer flexible break times or no-meeting rules to allow an employee to be off-line for religious reasons.

### Consider expectations.

- Make your expectations clear as they relate to working hours, submitting reports, and meeting deadlines. Be mindful that many immigrants come from diverse cultural paradigms. Intercultural training may be useful to build on synergies that lead to efficient and empathetic team dynamics, so that new employees with an immigrant background feel respected and as if they belong.



**Online Adaptation:** If your team works remotely, clear communication about expectations is critical. Consider flexible hours for new staff who may be balancing childcare or the needs of other remote workers in the home.

### Consider workplace lingo.

- Many organizations use sector-specific terminology and jargon as well as slang, idioms, and colloquialisms. To support new employees, always spell out acronyms and abbreviations in meetings, or consider creating a cheat sheet.

### Consider workplace norms.

- It may be useful to explain human resources basics, covering topics such as corporate benefits, pension plans, medical plans, and tax deductions.

**Consider employee health.**

- Explicitly review safety protocols during orientation. It's crucial to communicate clearly about this issue to instill confidence that employee health is a top priority.

**Consider employee emotion.**

- Recognize the vulnerability of new employees. Make sure that they feel—and are—protected and safe. Be intentional in the arrangement of check-ins for trust building.