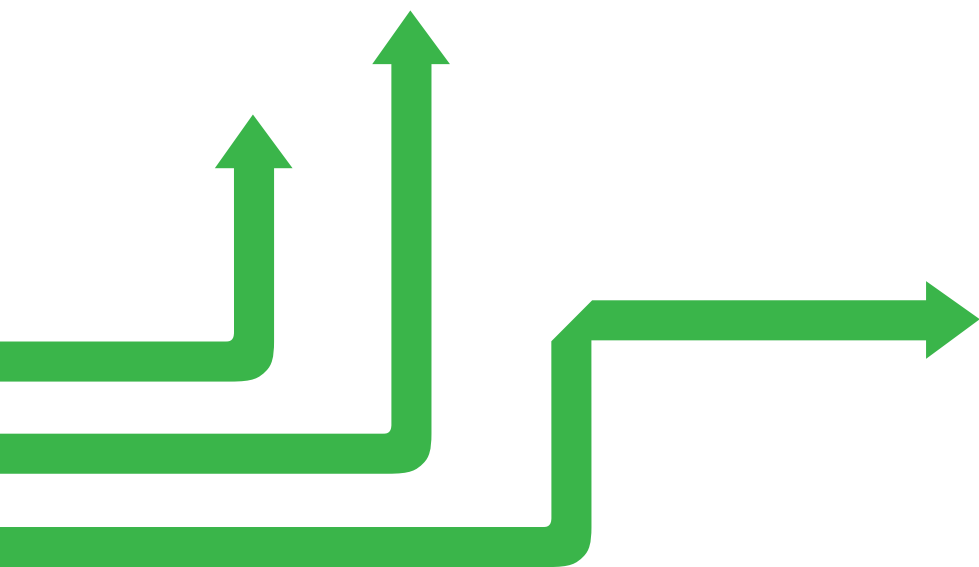


**upstander**

@Weil listenup showup speakup talkup

# Action Guide

Stand up for inclusion in the workplace,  
the community, and at home.



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@Weil

Inclusion.  
Leadership.  
Connections.

# Upstanders are allies, supporters, and advocates for people and communities that share a different background or identity than their own.

## Listen up

### Learn, read, ask questions, and discuss to step into the shoes of someone of a different background or demographic group.

- **Read** at least 3 articles related to diversity (or a specific demographic group) in the workplace or the legal profession.
- **Expose** yourself to in-depth experiences of different groups, by watching a documentary, visiting a historical museum, reading a memoir.
- **Practice** discussing and engaging in active listening about diversity issues in a safer environment with your peers, close friends, and/or family members.
- **Allow** colleagues to share or define their own demographic groups rather than labeling someone based on your assumptions.
- **Ask** colleagues how they prefer to have their names pronounced and confirm you are pronouncing their names correctly.
- **Clarify** with LGBTQ+ colleagues how and with whom they would like their sexual orientation shared.
- **Use** inclusive, gender-neutral language when inviting guests to events or referring to someone's 'significant other.'
- **Ask** colleagues who are military veterans to share how their service impacts their work experience.
- **Learn** about the concept of 'privilege' and reflect on the ways you have benefited from privilege and how you can leverage your privilege to benefit others.
- **When** discussing diversity in a recruiting interview or client meeting, invite the individual to share what they are most interested in learning about, rather than making an assumption based on a visible form(s) of diversity.
- **Reach** out to colleagues who are different from you to understand their experiences over lunch, coffee, etc.
- **Ask** colleagues at other firms, "what are you doing in regards to diversity?" Share results with the Diversity Committee.
- **Seek** to understand the cultural and religious backgrounds of your colleagues as it pertains to workplace-related situations, such as major holidays for scheduling and dietary restrictions.

- **Consult** multicultural calendars to avoid scheduling important meetings on major cultural or religious holidays.
- **Ask** about dietary restrictions that may be due to culture or religious observances when selecting restaurants or ordering food.
- **To prepare** for a client meeting, consult the organization's webpage and/or RFP materials for information on their diversity priorities.
- **Ask** clients at your level, "What are you doing in regards to diversity? What are other firms doing that we aren't?" Share results with the Diversity Committee.
- **Actively** participate in the process of completing a client diversity survey and/or RFP, as well as follow up to hear how it went.

## Show up

### Attend, actively participate, and contribute to diversity programs and initiatives

- **Attend** at least 3 diversity education programs/events internally or externally throughout the year.
- **Encourage/bring** colleagues with you to diversity programs/events.
- **Attend** an event (e.g., Minority Bar Association) where you will be in the demographic minority.
- **Participate** (ask questions, respond to questions, provide a comment) at a diversity training or program.
- **Assist** in planning a diversity program or event.
- **Add** clients to diversity client event lists, follow up to ensure their attendance, offer to attend as well and introduce to diverse attorneys at the Firm.
- **Join** a nonprofit board or get involved with an organization for which you will be a minority.
- **Consider** using a woman/minority/LGBTQ+ vendor when using an outside firm or other resource.
- **Add** your pronouns to your email signature (such as she/her/hers, he/him/his or they/them/their).

# I am an **Upstander@Weil** because:

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## **Talk up**

**Advocate, open doors, make connections, and find opportunities for colleagues of different backgrounds and demographic groups.**

- **Read** articles/books about sponsorship, such as "Forget a Mentor. Find a Sponsor."
- **Provide** visibility to colleagues' accomplishments, e.g., circulate an email regarding a colleague's recent win on a legal matter to your practice group or email your colleague's supervisor to provide positive feedback on their accomplishment.
- **Actively** develop and mentor individuals of diverse backgrounds and demographic groups at the Firm.
- **Act** as a mentor to a student (from elementary through law school) from a different background than yourself.
- **Discuss** career goals with a more junior colleague from a different background or demographic group than yourself.
- **When giving** an assignment, look beyond the usual suspects to consider others who could benefit from the opportunity.
- **Partner** with a colleague to provide visibility on each other's behalf.
- **Share** your personal experiences with the Firm's diversity efforts to potential new hires.
- **Ensure** you greet people equally and be sensitive to how you address those you are closest to.
- **Give** credit for ideas by name, and be sure that others are not overlooking the original source of the idea.
- **Give** balanced introductions when you are describing your colleagues' responsibilities and accomplishments.
- **Ask** for a diverse slate when hiring (staff or lateral attorney candidates.)
- **Consider** the diversity of the team for pitches, client meetings, and other high visibility opportunities.
- **Integrate** diversity topics into your internal and external presentations.
- **Provide** candid, developmental feedback to a wide range of colleagues of all backgrounds.
- **Actively** sponsor individuals of diverse backgrounds and demographic groups.

## **Speak up**

**Identify and interrupt bias and stereotyping, whether conscious or unconscious, subtle or overt.**

- **Review** the Firm's Workplace and Diversity Policy and know the resources available at the Firm to seek guidance.
- **Reach** out to a Firm resource (e.g., Diversity Director, Diversity Committee member) for advice when you witness inappropriate comments or behaviors.
- **Share** additional ideas for the Upstander checklist with a member of the Diversity Committee.
- **Share** ideas for diversity programs and training with the Diversity Committee.
- **Partner** with a colleague to speak up for each other when an idea is co-opted or to back each other up when interrupting bias.
- **Say** something soon after the fact when you witness inappropriate comments or behaviors.
- **Notice** who isn't at the table and include them at meetings, calls, etc.
- **Say** something when unconscious bias/stereotyping may be affecting how a colleague's performance is evaluated.
- **Say** something when you think someone might not be getting an opportunity due to unconscious bias.
- **Say** something when you think certain administrative tasks/nonbillable work isn't being equitably distributed due to potential unconscious bias.
- **Suggest** office housework/administrative tasks are rotated among team members or delegated to ensure equitable opportunities for all.
- **Actively** intervene in the moment when you witness inappropriate comments or behaviors.

## **Diversity:**

Defined broadly to encompass gender, race/ethnicity, nationality, sexual orientation, gender identity, generation, religion, socio-economic background, veteran's status, etc.

## Upstanding:

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-honest and respectable  
-marked by integrity

*An upstanding member  
of the community*

## Contacts



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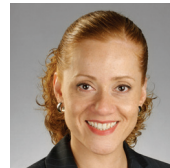
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