

Module 4: Where do we go from here? (estimated length: 4 minutes 30 seconds)

Purpose: Introduce the notion of checking our own behavior; provide information about ERIT; encourage people to learn more.

Most of us can probably think of a time when we stayed silent in the past and later regretted it. Let's start by acknowledging that. Let's also use that to fuel our desire to be aware of our own behaviors.

Harassment in the workplace can occur because of any combination of issues relating to gender, sexuality, race or abledness, just to name a few. However, let's also acknowledge the reality that the most workplace harassment is a result of gender dynamics. Most of that harassment is directed at women by men.

Let's acknowledge that distinct experiences our LGBTQIA colleagues have had navigating workplace have been demeaning and disempowering and cannot be overlooked.

Those who identify with multiple groups not in the majority—for example, women of color or a gender nonconforming person with a disability—can have a uniquely painful and isolating experience as a result of harassment. This needs to be acknowledged.

Our desire to promote and sustain a culture of respect and civility is incomplete if it doesn't apply to everyone.

So let's get specific. What can we do now? There are three steps that you can act upon at this very moment.

First, let's take a look in the mirror and examine our own actions. We *will* make mistakes. But we need to acknowledge and correct those mistakes, including apologizing when we've done something hurtful. We can be part of the problem or part of the solution—there really is not a middle ground. Let's make the choice to be a part of the solution.

Second, let's educate ourselves. Let's be curious. Let's learn more about what people are experiencing, listen to people's stories, prepare to know how to intervene. We must think about how to use our positions and voices to speak *for* others, not *over* others. We don't know it all. There is always more room to learn and grow...together.

Third, where we can, we must step up and interrupt bias, disrespect, incivility, and harassment. It's a big ask because it is a big responsibility. **If you see something, say something.** And as part of that, please engage with company resources, like your manager, HR, or the Employee Relations Investigations Team or ERIT, when necessary. Speaking of ERIT, here's a member of their team to explain how it works.

[transition to other voice over]

Hi! I'm [NAME] from the Employee Relations Investigations Team. Our team helps address allegations of violations of Microsoft's policies relating to anti-harassment and anti-discrimination, conflicts of interest, equal employment opportunity, and the responsible use of technology and access to business

and non-business data.

It is my mission, and that of each of the people on my team, to help maintain a healthy workplace where employees can be confident that their concerns are being heard and addressed.

We recognize the deep responsibility we've been given, and we work hard to make sure that we earn that trust every day. I want every employee at Microsoft to know that they can voice their concerns to our team if they feel they've experienced an issue in any of these areas.

[return to original voice]

We are all still learning in this journey, none of us are perfect. But we can become better together when we are extending respect, consideration, and compassion to one another. Despite whatever differences we have, we're bound together by a common humanity deserving of an inclusive culture of belonging.