



BUILD with Respect

Toolbox Talk #3

INCLUDE EVERYONE

Why Inclusion Matters

Inclusion is more than simply working side by side on a jobsite. It means ensuring that every worker feels valued, respected, and able to contribute. Commercial and institutional construction projects depend on diverse teams bringing different skills, experiences, and perspectives together.

When harassment or exclusion occurs, it divides crews, lowers morale, and creates unsafe and unproductive jobsites. Inclusion strengthens communication, improves problem-solving, and helps deliver better project outcomes.

What Inclusion Looks Like on the Jobsite

- Using respectful language and behavior at all times
- Welcoming all workers into conversations and work groups
- Asking for input from all team members
- Sharing credit and recognizing contributions
- Respecting differences in background, gender, and experience

Jobsite Guidelines

- Harassment of any kind is not tolerated on (Clients Name) member jobsites
- Verbal, physical, or digital harassment is unacceptable
- Jokes or comments that make someone uncomfortable are harassment
- Do not exclude coworkers from work, communication, or opportunity
- Take all reports of harassment seriously and address them immediately

Remember

Think of a jobsite like a complex piece of machinery. Every gear and component must work together for the machine to operate safely and efficiently. If one part is ignored or damaged, the entire machine is affected. Inclusion ensures every part of the team works together to carry the project.

Call to Action

Commit to including everyone by rejecting harassment, embracing differences, and ensuring every voice on your team is heard. Inclusive jobsites build trust, strengthen teams, and deliver better projects.

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I – Include Everyone

Inclusion means more than working side by side. It ensures that every worker feels valued, respected, and able to contribute. Diverse teams strengthen communication, improve problem-solving, and deliver better project outcomes on commercial and institutional jobsites.

I – Include Everyone | Knowledge Check

Use these questions for group discussion or review after the toolbox talk.

1. What does inclusion look like on a construction jobsite?

- A) Working in the same area without speaking
- B) Ensuring every worker feels valued, respected, and able to contribute
- C) Only including workers with 10+ years of experience
- D) Letting every worker set their own schedule

2. What types of harassment are prohibited on (Clients Name) jobsites?

- A) Only physical harassment
- B) Only verbal harassment
- C) Verbal, physical, and digital harassment
- D) Only harassment during work hours

3. According to the machinery analogy, what happens if one team member is ignored or damaged?

- A) Other members work harder to compensate
- B) The entire machine (project) is affected
- C) The project becomes more specialized
- D) The machine operates more efficiently

4. Which action demonstrates inclusion during daily work?

- A) Asking for input from all team members
- B) Keeping communication restricted to a small group
- C) Excluding newer workers from conversations
- D) Taking solo credit for a team effort

5. How should jokes that make someone uncomfortable be classified?

- A) Harmless banter
- B) Harassment
- C) Team-building exercises
- D) Training opportunities