

[BIAS INTERRUPTERS] *small steps big change*

BIAS INTERRUPTERS FOR MEETINGS *Identifying Bias in Meetings Guide*

The five patterns below describe *tendencies not absolutes*. Here's what to watch out for:

Prove-It-Again! ("PIA") — Groups stereotyped as less competent often have to prove themselves over and over. "PIA groups" include women, people of color, individuals with disabilities, older employees, members of the LGBTQIA+ community and first-generation professionals.

1. **The Stolen Idea.** Ideas offered by PIA groups are likely to be overlooked or credited to others.
2. **PIA groups get horns; others a halo.** Horns = one weakness generalized into an overall negative rating. Halo = one strength generalized into a global positive rating. If a majority man is great at one aspect of his job, his opinions might hold more weight in meetings about other topics as well – even more than an expert from a historically excluded group. In addition, mistakes by one PIA group member may reinforce negative group stereotypes.
3. **Check the stereotype.** Stereotypes can drive perception about who's contributing and how. We heard from one African-American woman who was told "you dominated that discussion" after barely speaking in a meeting.

Tightrope — A narrower range of workplace behavior often is accepted from women, people of color, and the LGBTQIA+ community. First-generation professionals and modest or introverted men can face Tightrope problems, too.

1. **Is she an expert, or just bossy?** Men with expertise are typically listened to more, while women with expertise are listened to less.
2. **Direct and assertive—or angry and abrasive?** Behavior praised in white men – being direct, competitive, and assertive, may be seen as inappropriate in others, and seen as "tactless," "selfish," "difficult" and "abrasive." Anger that's accepted from majority men may be seen as out of line or even threatening in women or people of color.
3. **Dutiful daughter or office mom?** Women are often pushed into one of two roles: the "dutiful daughter" who aligns with a powerful man, but doesn't get to challenge his perspective, or the "office mom" who carries the emotional labor of the organization rather than pursuing career-enhancing assignments.
4. **Leader or worker bee?** Women and people of color face pressure to be "worker bees" who work hard and are undemanding... but if they comply, they lack "leadership potential."
5. **Office housework vs glamour work.** Women and people of color report less access to career-enhancing opportunities ("glamour work") and women of all races report more "office housework."
6. **Modesty mandate.** Some groups are brought up with a modesty mandate. Women, people of Asian descent, immigrants and first-generation professionals

Common Office Housework Tasks in Meetings

- Scheduling the meeting.
- Booking the space.
- Putting together the agenda.
- Ordering refreshments or other supplies ahead of time.
- Making sure everyone shows up.
- Getting the conference line to work.
- Setting up the space – food, drinks, paperwork, projectors, chairs, tables, etc.
- Taking notes.
- Picking up printing – especially in the middle of the meeting.
- Cleaning up the space afterwards.
- Sending out follow-up e-mails.
- Collecting feedback for the next meeting.

BIAS INTERRUPTERS small steps big change

Identifying Bias in Meetings Guide

may be expected to be mild-mannered team players. Those who are “helpful” are coded as lacking ambition.

7. LGBTQIA+ employees may be stereotyped as “too feminine,” “too masculine,” or just “too gay.” These kinds of judgement signal illegal discrimination under federal and state law.

8. Virtual Setting: Given stereotypes placed on women, any site of untidiness such as unwashed dishes, or dirty laundry in the background may open the opportunity for them to be negatively judged.

9. Technical Difficulties: Women are viewed as less competent if they are experiencing difficulties.

The Parental Wall can affect parents of all genders—as well as employees without children.

- 1. What time and place are meetings held?** Stick to working hours and professional locations for work meetings. Not at the golf course on a weekend.
- 2. “Pregnancy brain.”** Mothers are stereotyped as less competent and committed, are held to higher performance and punctuality standards.
- 3. In virtual meetings,** parents who have to step aside to attend to their child may be seen as less committed to the job.
- 4. “No life.”** Employees without children may face the assumption that they can always pick up the slack because they have “no life.” Everyone has a life.

Tug of War — Sometimes bias creates conflict within historically excluded groups. This can further undercut group dynamics in meetings.

- 1. Tokenism.** If people feel there’s only one slot per group for a prized position, group members may be pitted against each other to get it.
- 2. Strategic distancing and the loyalty tax.** People from historically excluded groups may feel that, to get ahead, they need to distance themselves from others of their group, or align with the majority against their own group.
- 3. Passthroughs. PIA:** People from historically excluded groups may hold members of their own groups to higher standards because “That’s what it takes to succeed here.” **Tightrope:** Women or LGBTQIA+ employees may fault each other for being too masculine—or too feminine. People of color may fault each other for being “too white”—or not “white” enough. **Parental wall:** Parents may fault each other for handling parenthood the wrong way—for taking too much time off or too little.

Racial Stereotypes — People of Asian descent are often stereotyped as passive and lacking in social skills; Black people as angry or too aggressive; Latino/a people as hotheaded or emotional.

Nine Powerful Bias Interrupters

1. Acknowledge who originated the idea when you build on it.
2. Ask people to speak if you aren’t hearing their voices.
3. If you see some groups getting persistently excluded from meetings off-site – mix it up.
4. Make sure parents are not being left out due to meeting times.
5. Pay attention to who is doing the office housework. Keep track.
6. Make an effort to listen to ideas outside the majority consensus.
7. Ensure all seats are in one circle or rotate seats.
8. Be sure everyone involved is invited to the meeting.
9. Circulate the agenda in advance and offer an opportunity to give comments after the meeting is over. (This helps introverts and modesty-mandate groups.)