

# 10 ways to celebrate inclusively at work



## Inclusive Messaging

Avoid emphasising a single holiday or tradition. Use inclusive language like “Season of Celebration” or “Winter Festivities.”

Respect employees who prefer not to engage in holiday activities. Create opt-in rather than mandatory events, ensuring no one feels excluded or pressured.

## Not Everyone Celebrates



## Rethink the Role of Alcohol

Recognise that alcohol-centric events can exclude those who don’t drink due to personal choice, religion, health, or other reasons.

Provide opportunities to reflect on the year and express gratitude. This could be through a shared message board or a simple thank-you card initiative from leadership.

## Make Room for Reflection and Gratitude



## Flexible Holiday Leave Options

Offer floating holidays so employees can take time off for days significant to their beliefs or personal needs, and ensure the policy is well-communicated.

Avoid mandating gift exchanges or elaborate celebrations that might strain budgets or add stress. Instead, focus on low-cost or no-cost activities, where participation is voluntary.

## Be Mindful of Pressures



## Community-Giving Activities

Organise opportunities to give back, to foster a sense of unity and purpose while offering an alternative way to celebrate.

Share resources for managing stress or grief during the holidays, such as access to counselling services. Host optional mindfulness or stress-relief workshops to promote wellbeing.

## Offer Mental Health Support



## Create a Rest-Friendly Culture

The pre-holiday workload can be overwhelming. Encourage employees to fully disconnect during their time off by setting clear boundaries around work communication.

Develop clear plans for handovers and out-of-office coverage before the holidays. Offer tools to help employees organise their work before their break and return refreshed.

## Prepare for a Smooth New Year Transition

