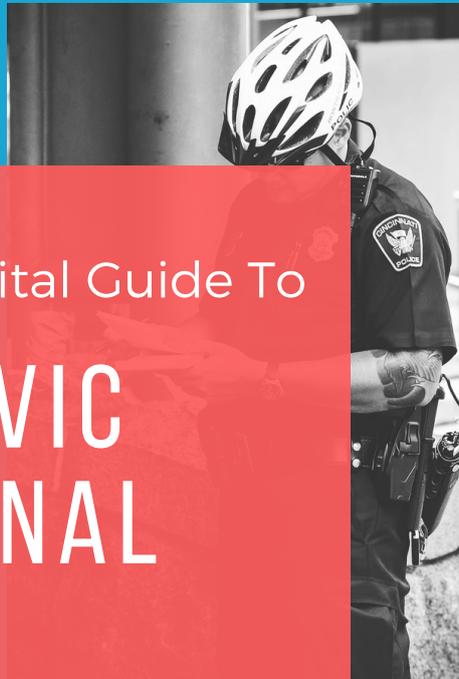


AMERICA INDIVISIBLE



An American's Digital Guide To
**BEING A CIVIC
PROFESSIONAL**



UPDATED: SEPTEMBER 2018



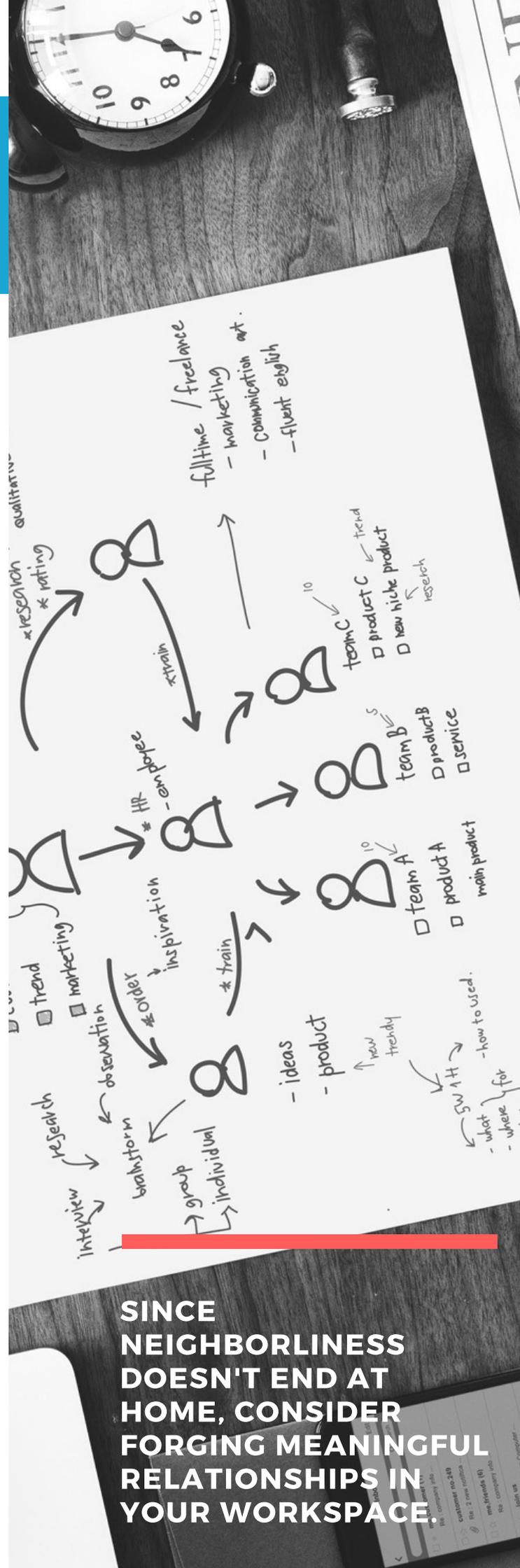


BEING A CIVIC PROFESSIONAL IN 5 EASY STEPS

Let's face it – unless you're a student, you spend most of your day at work. Since neighborliness doesn't end at home, consider forging meaningful relationships in your workspace. Not only does this help your co-workers better understand you and your values, it's a great way to grow professional networks and skills.



This [digital, clickable](#) guide to Being a Civic Professional provides ideas and examples of how each of us can build American workspaces that respect the equality and dignity of all individuals. Although these examples focus on Muslim Americans given the recent rise in hate crimes targeting these communities, this guide is really for anyone seeking to promote the American values of equality, inclusion, and unity. Use it, share it, and tell us about how you live out these ideals. America Indivisible is a coalition effort, and we are together in this cause.



SINCE NEIGHBORLINESS DOESN'T END AT HOME, CONSIDER FORGING MEANINGFUL RELATIONSHIPS IN YOUR WORKSPACE.



1. HOLIDAY HELLOS

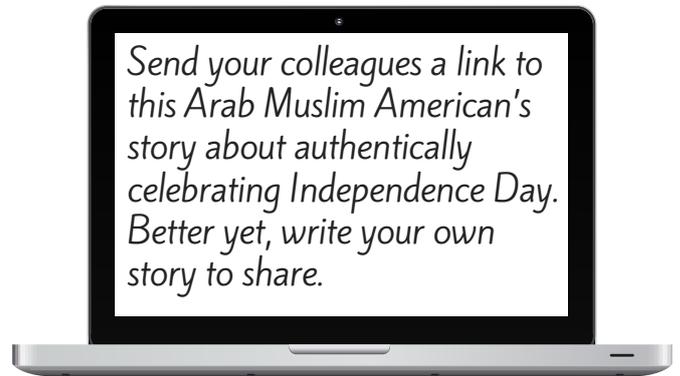
Even if you don't particularly enjoy the annual holiday party, find ways to acknowledge special occasions with your colleagues and share with them a bit about your own.

IDEA:

Before or after July 4th, place a greeting card and piece of candy on their desk, or by their locker or mailbox, as an Independence Day surprise. You can try this for other holidays, too.

IDEA:

Before taking the day off for a religious holiday, send your colleagues a friendly email with a heads up and some religious literacy.



Hey team,

As you may know, I'm out of the office on Tuesday for the second major Muslim holiday of the year, Eid al-Adha. On this day, I'll visit family and friends, recall the Prophet Abraham's story and join in some acts of charity. You can learn [more about Eid](#) here. Happy to share photos of the kiddos in their Eid regalia when I'm back in.

Hope you have a good day!

HERE'S
A TIP:



***THE HILL NAVIGATOR
GUIDE TO SENDING
HOLIDAY CARDS**

***USING GREETING
CARDS FOR
NETWORKING**



2. LUNCH AND LEARN

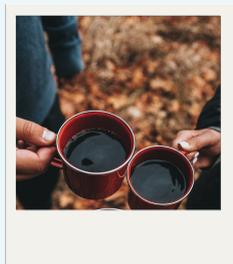
You could tell your colleagues that you have particularly smelly feet and elbows that need to be washed once or twice during the work day and immediately followed by a five to seven minute solo meeting in that vacant office at the end of the hall...

Or you could just tell them about why you wash for prayer and take mini breaks every once in a while to fulfill a religious obligation. The lunch and learn is a great way to answer any questions your colleagues might have about your religious practice, beliefs, and values and to share with them anything that might help them better understand you as a person.

IDEA:

This administrative officer at a California college decided to coordinate a series of conversations for her colleagues about Islam and Muslims.

Her employer even sponsored the series with a Diversity and Inclusion Innovation grant. Your boss may not offer the same kind of support but it's a good idea to check with your manager or administrator and get a thumbs up before getting started.



3. HAVE ONE-ON-ONES

There is no better way to get to know your colleagues and for them to know you than going out for a cup of coffee, tea, or a walk around the building or block. Don't take our word for it. Here's an expert's perspective on ways that breaks with your colleagues are good for your career and your health.

IDEA:

In response to incidents of hate-speech and anti-Muslim bigotry, this senior leader at Facebook posted an invitation for his colleagues to join him for a 30-minute coffee conversation and to ask him any questions about his life as a Muslim.



4. SERVE TOGETHER

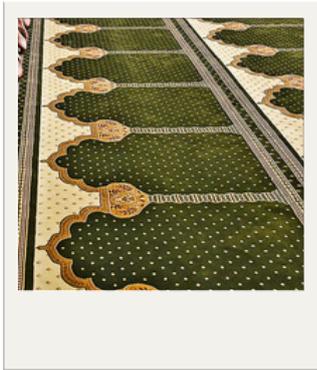
Service projects are a great way to connect with your colleagues and give back to communities in need. Find out if your employer organizes an annual community service day and get involved.

IDEA:

This bank developed a community service initiative for off-site and on-site community service with projects selected and organized by employees.

IDEA:

Consider planning a community service project with your colleagues for Martin Luther King Day in January.



5. SEEK ACCOMMODATIONS

Know your rights as an employee, especially in regards to observing religious holidays, having space and opportunity to make your prayers, and other accommodations you might need. There have been plenty of Equal Employment Opportunity Commission cases made on behalf of Muslims who were denied the right to basic accommodations.

FURTHER READING

- *American Civil Liberties Union - [What do to when faced with anti-muslim discrimination](#)
- *Council on American Islamic Relations - [Your legal rights as an employee](#)
- *Religious Freedom & Business Foundation - [Religious Diversity & Inclusion Corporate Training](#)
- *Sikh Coalition - [Ending Employment Discrimination](#)
- *Society for Human Resource Management - [Muslim Employees: Valuable but Vulnerable](#)
- *Tanenbaum Center for Interreligious Understanding - [Workplace Resources](#)

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HAVE IDEAS TO SHARE?

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