# Inclusive Teams at Work Toolkit: Video Transcript and Audio Description

Video: A group of four people are seen hi-fiving each other. They are wearing office clothing and are excited. Relaxing background music plays with a soft drumbeat. The voiceover begins.

Voiceover: Being in an inclusive team is much more than a “feel good” exercise. Employees in inclusive teams are 8 times more likely to be very satisfied with their jobs and 10 times more likely to be innovative than employees in non-inclusive teams. But what is an inclusive team?

Video: the statistics read out by the voiceover artist are displayed.

Voiceover: An inclusive team is one where a diversity of people are

* respected and valued
* connected to their team
* can contribute and progress at work.

Video: The words ‘respected’, ‘connected’, ‘contributing’ and ‘progressing’ appear on the screen and come together to create a circle. In the middle of the circle, the word ’inclusion’ appears.

Voiceover: DCA’s Inclusive Teams at Work Toolkit has identified 8 levers for all employees to create an inclusive team.

Video: The cover page of the Inclusive Teams at Work Toolkit appears. It includes the 8 levers and the text ‘How to build and inclusive team and be an inclusive team member’. Next to the image the text ‘8 levers for creating an inclusive team’ is displayed.

Voiceover: They are

* Building D&I literacy
* Inclusive Communication
* Inclusive Meetings
* Inclusive Team Social Events
* Flexibility
* Allyship
* Inclusive Recruitment
* Inclusive Leadership

Video: A circle appears in the middle of the screen with the words ‘building D&I literacy’ and an icon emphasising this. Next, each of the seven remaining levers that are mentioned appear as an icon and text positioned around the first lever, like a flower. They symbolise that ‘building D&I literacy’ is central.

Voiceover: Together, we all contribute to creating an inclusive team, every day.

Video: The same workers hi-fiving each other in a celebratory manner are displayed again.