This card is specifically for white board members, hiring committees and academic and artistic institutions interested in welcoming people of colour as staff/employee. Print it and take it with you: you can keep it in your wallet, in your bag, in the back pocket of your Moleskine™, it can follow you anytime and anyplace!

**HERE IS A LIST OF WHAT YOU SHOULD ALWAYS HAVE IN MIND**

- Make sure the workplace is safe space: necessary for to protect the mental health of BIPOC staff/employee;
- Do not expect overtime: applies to all staff/employees, but it is important not to perpetuate capitalism and white supremacy on a BIPOC’s own time;
- Hold yourself accountable: if the employee is mentioning racism, sexism, anti-blackness, etc., do not defend it, justify it or find any way possible to avoid it;
- Find a solution: do not make your employee responsible for finding solutions or having to respond to any of the situations cited above.

**PS:** This supplement does not offer answers but rather provide food for thoughts. Do not forget that a diverse workplace is a strong workplace. Have fun at work! :)

**YOU HAVE BEEN HEARING TALKS ABOUT DIVERSITY AND INCLUSION**

Great! That means you are keeping yourself up to date on current issues in the art milieu.

**YOU TALK TO YOUR COLLEAGUES**

They have heard the same, they are also willing to address it. You all feel a sense of activism as powerful as the 1960s. You think you can make a difference, and you will.

**YOU ARE FEELING UNEASY AND DO NOT KNOW WHAT TO DO**

Rest assured, your uneasiness is felt by other white people in the milieu. It simply stems from you being afraid that inclusion of diverse voices means a brutal removal of the work you have done in the past. This is a pattern you are familiar with: this is how white supremacy creates power structures.

**YOU DECIDE TO MAKE ROOM FOR BIPOC ARTISTS AND CULTURAL WORKERS IN YOUR INSTITUTION BY HIRING THEM**

Also, great! This is however not a means to an end. As you just read in the Guide, your institution is predominantly white. These are a set of questions you need to ask yourself in order to see if your hire is tokenized or genuine.

**WHY?**

As you just read in the Guide, your institution is predominantly white. These are a set of questions you need to ask yourself in order to see if your hire is tokenized or genuine.

A) Have you thought about how you are going to welcome them as a long-term member of the institution? If your answer is “we will figure it out as we go along”, you are not ready for a genuine hire.

B) Who are their peers already in the institution? If your answer is “there are no other BIPOC in the space, and this person will be the first of many”, please welcome your new token hire! (applause)

C) What role are they going to play in the institution? If your answer is “They are going to diversify the team and help us make the whole institution welcoming to the communities in which they are a part of”, the responsibility you put on them is very high. A suggestion of a starting salary is $80,000, which includes emotional labour time. It can also be calculated: [base salary x 2 + $5000].