



*Belonging and Excellence for All (BE4ALL) is a joint effort by SMART, SMACNA, and the ITI to create an industry-wide culture where everyone is welcome and belongs, including those from historically underrepresented groups, and where we all strive for the highest standards of performance and professionalism, resulting in a thriving unionized sheet metal industry that affirms the dignity and worth of us all. These Toolbox Talks are in support of this mission.*

### OUR SHARED RESPONSIBILITY

Each one of us sets the tone and ground rules for how we behave in our lives. We want that **highest level of respect and safety** to extend throughout our shops and jobsites. Our workplaces are a huge part of our lives and, as such, we have a responsibility to each other to **be welcoming, respectful, and inclusive.**

### YOUR RESPONSIBILITY

We encourage you to commit to caring for each other. **If you see something, speak up.** Share information that will keep us all safe and thriving.

If we commit to working together towards actively caring about our fellow workers, despite personal differences of any kind, we will be creating a welcoming workplace for all. It takes each one of us to create and maintain an environment where we can speak up and do our best.

## BE OPEN TO NEW CONNECTIONS

*As humans we tend to spend time with people who are like ourselves.*

When we interact with a variety of people, we can discover that we actually have more in common than expected. We care about our families, children, well-being, security, and our futures. We all want to live our best lives.

*Ask yourself:*

- How can I relate to, or interact with, people who are different from me?
- Examine your friends and connections. Is it a diverse group? Why or why not?
- Who else can I share my knowledge with, or learn from?

*These are a few steps toward Active Caring:*

- Assume good intentions.
- Ask someone new to join you for coffee or lunch.
- Be open for discussion.
- Offer to help or mentor someone.
- Be kind if you disagree on a topic.
- Show respect for others' perspectives, ideas, and traditions.

## BE SAFE. BE ACCOUNTABLE. BE CARING.



Sheet Metal and Air Conditioning  
Contractors' National Association, Inc.



International Association of Sheet Metal,  
Air, Rail and Transportation Workers



International Training Institute<sup>®</sup>  
For the Sheet Metal and Air Conditioning Industry

**Staff Conversation and Notes: Let's hear from you!**

**(1) How does active caring benefit me?**

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**(2) What are examples of when you last saw someone engaging in active caring?**

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**3) What are some of the examples of active caring you do at home or personal life that could be used at work?**

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BE4ALL Toolbox Talk - Active Caring - Survey Questions



**Give Feedback at: [tinyurl.com/TBT-active-caring](https://tinyurl.com/TBT-active-caring)**