**Sample Email from Group Owner**

Hello Raters,

You are being asked to offer your honest and unique insights about a colleague. You will soon receive an email invitation from support@aperianglobal.com, "The GlobeSmart Team". The email will prompt you to complete a survey, the Inclusive Behaviors Inventory, rating your colleague on their inclusive behaviors in the workplace.

The link in the email will take you to the GlobeSmart Learning Platform. You will be prompted to log in or sign up for an account, and then you will be redirected to the survey. The process will take about 10-15 minutes.

The questions are focused on observable workplace behaviors. Please respond as honestly as you can. This will help your colleague get the most out of the Inclusive Behaviors Inventory and help them learn and improve. Your responses are kept anonymous and are only shared with your colleague in aggregate with other raters.

Please let me know if you have any questions.

**Sample Email from Group Member, person being rated**

Hello Raters,

I am participating in an initiative to learn more about my inclusivity in the workplace, and I need your help. I’m asking for your honest and unique insights and feedback.

You will soon receive an email from support@aperianglobal.com, "The GlobeSmart Team". The email will prompt you to complete a survey on the GlobeSmart Learning Platform, the Inclusive Behaviors Inventory, rating me on my inclusive behaviors in the workplace.

The link in the email will take you to the GlobeSmart Learning Platform. You will be prompted to log in or sign up for an account, and then you will be redirected to the survey. The process will take about 10-15 minutes.

The questions are focused on observable workplace behaviors. Please respond as honestly as you can. This will help me get the most out of the Inclusive Behaviors Inventory and help me learn and improve. Your responses are kept anonymous and are only shared with me in aggregate with other raters.

Please let me know if you have any questions.