

## Simple Acts Toolkit for the Workplace

“Ideas are funny little things. They don't work unless you do.”  
Anon

### Thanks for getting involved in the Simple Acts campaign!

The Simple Acts campaign is about inspiring people to use small, everyday actions to change perceptions of refugees. It consists of 20 actions that can be done by anyone and that encourage us to learn and do more with refugees. With every person who joins the campaign and does a small thing with and for refugees, we get a little closer to removing barriers between communities and to creating the kind of world we all want to live in.

Within the next year we hope to see hundreds of thousands of people doing at least one small action! The more you start involving the people around you, the higher the chances that we'll reach our goal and the bigger difference we will have made by 2010!

Just by downloading this toolkit you've already completed one.

Easy wasn't it?

The important thing is to let us know that you've done it! So every time you or your colleagues do a simple act, visit [www.simpleacts.org.uk](http://www.simpleacts.org.uk) and tick the act you've done. Your contribution will instantly be added to the Acton Tracker and will bring us one step closer to our goal!

### This is where this toolkit comes in.

We've chosen 8 actions which we think would be great in your workplace. This toolkit explains all about them and is full of ideas, useful tips, case studies and further resources to help get you started on the road to big changes.

### Which Simple Acts could your organisation promote at the workplace?

- \* Watch a movie about refugees
- \* Do a quiz on refugees
- \* Sign off your email with a note about refugees
- \* Find five acts about refugees
- \* Learn to say a few things in a new language
- \* Cook a dish from another country
- \* Give a book about refugees as a present to someone
- \* Have tea with a refugee

## Ways to Take Part in Simple Acts

### Watch a movie about refugees

Make it into a monthly event to offer your staff and colleagues to watch a movie on refugees in their lunch-break. It's simple:

- \* Set up a projector in a meeting room
- \* Rent a film from our suggested films list below (LoveFilms.com has loads of great movies)
- \* Make some popcorn and enjoy!

This is a great opportunity for you and your colleagues to bring some variation into your lunch-breaks and doing valuable group bonding while learning new things, opening your mind to new horizons and making a difference! Especially during the winter-months this action will be great to escape the grey and rainy skies.

These are some films that we highly recommend! If you know of one about refugees which is not on this list please let us know and we'll add it for others to see!

**Ahlaam** (2004) - a feature film by Mohamed Al Daradji - was Iraq's 2007 Oscar entry.

**Persepolis** (2007) - Hit animated coming-of-age story about an outspoken Iranian girl during the Islamic Revolution. Nominated for Academy Award in 2008

**Pulgasari** (1985). Epic sci-fi monster movie directed by kidnapped South-Korean director Shin Sang-ok. Probably the most internationally well-known North Korean film.

**I Am Cuba** (1965). Beautifully shot Russian-made propaganda movie.

We've recommended loads more films on our website –

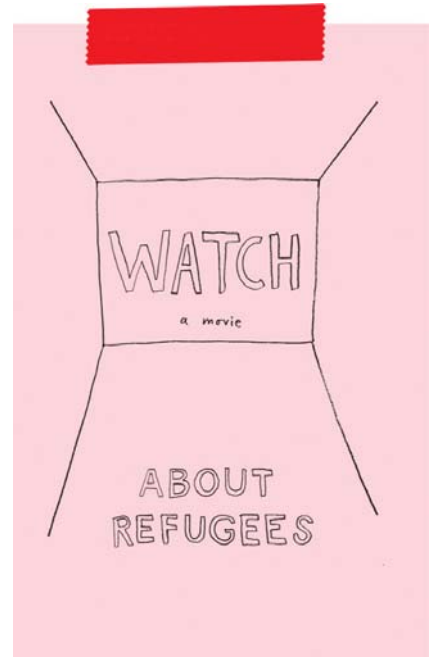
<http://www.refugeeweek.org.uk/simple-acts/twenty-acts/watch-a-movie.htm>

### Do a Quiz on refugees

This is another great one for lunch breaks.

- \* Download one of our quizzes from [www.simpleacts.org.uk](http://www.simpleacts.org.uk)
- \* Plug in a projector
- \* Divide your colleagues into teams and have fun!

Organising a Quiz at the workplace during lunch-breaks is not only a fun way to meet your colleagues and learn more about refugees, but it's bound to improve your colleagues' mood, motivation and strengthen your cooperation skills as a team!



Does your department go out on socials? Why not organise your own pub quiz night with our questions? Or if you already have a pub quiz team, you could ask the quizmaster to include some of your questions as well.

Learning about refugees is not about statistics but about you and me and the food you eat and the shops you go to and the music you listen to and the films you like and the people you meet and the countries you visit and the things you care about ... Whatever you discover, we guarantee that you're in for a surprise!!

Check out our Quizzes on refugees at -  
<http://www.refugeeweek.org.uk/simple-acts/twenty-acts/quiz/>

## **Sign off your email with a note about refugees**

This is probably the simplest of all simple acts!

\* Send an email to all your colleagues with the below suggestions and have them help you make a difference!

Keep in mind that some of the suggested phrases will be more suitable for your business than others – and feel free to create your own! Also, if personalised email signatures are not an option all year round; why not make it a one week organisation-wide policy to use these signatures during Refugee Week?

Here are a few ideas for statements you can add to your emails:

Any business:

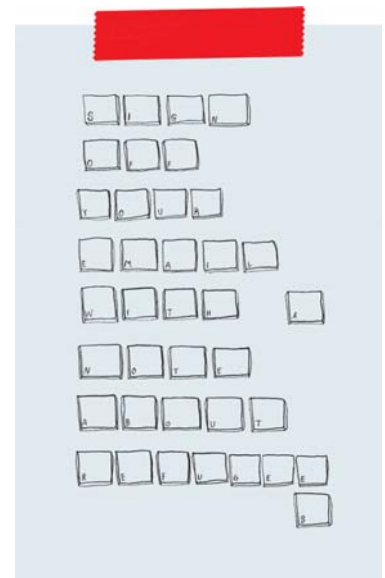
- Asylum is a Human Right.
- Refugees Rock! Find out how – visit [www.refugeeweek.org.uk](http://www.refugeeweek.org.uk)
- 11 refugees from the UK have won Nobel Prize for science
- Refugees are ordinary people caught up in extraordinary situations

A business in Leicester:

- In Leicester over 30 000 jobs have been created by Ugandan Asian refugees since the 1970s

A catering or food-retail business:

- Garlic, Tomatoes and Potatoes: the refugees in our fridges!



Simple but effective:

- We support Refugee Week – make a difference [www.refugeeweek.org.uk](http://www.refugeeweek.org.uk)
- We support Simple Acts Campaign – join and make a difference [www.simpleacts.org.uk](http://www.simpleacts.org.uk)

Or something more personal:

- Most people are principally aware of one culture, one setting, one home; exiles are aware of at least two, and this plurality of vision gives rise to an awareness of simultaneous dimensions, an awareness that -- to borrow a phrase from music--is contrapuntal. **Edward Said**

The best thing about this action is you only need to do it once, and then with every email you send you help change the way refugees are seen! Who said lazy couldn't be effective?

### **Find five acts about refugees**

There is so much nonsense and misinformation going around when talking about refugees; if you really want to make a difference in the way people think, give them the facts!

- \* **Start an Office email chain** with facts about refugees!
- \* **Make it into a big action** across your organisation by sending an email starting with two facts about refugees, send them to five colleagues asking them to each find two more facts, add them to the initial list and send them on to another five colleagues...and so on!
- \* **Make it a challenge**, by dividing everyone into teams (along department lines; by names; or male against female colleagues), the team that by the end of two weeks has collected the most facts about refugees gets the brain champion award (or maybe retail vouchers or a meal on the business cost!).



This is a great way to get to know your colleagues from other departments; increases your skills for working together as a team; and adds some inspiration and motivation into the daily office routine!

Check out these sites to help you find facts about refugees:

[Refugee Week Info Centre](#)

[Refugee Council](#)

[Refugee Action's Info Vault](#)

[British Red Cross](#)

[Student Actions for Refugees](#)

[UN High Commission for Refugees](#)

## Learn to say a few things in a new language

Whether you're meeting someone in a bar, the local supermarket; at your workplace, or during your next travels abroad: you will be surprised at the positive reactions you will get when you greet someone in their own language!

- \* **Introduce** "This Week's Language" scheme in your weekly internal newsletter or circular emails.
- \* **Make it more fun** by asking colleagues who speak the language to add some more words and introduce themselves.
- \* **For example:** This Week's Language: Arabic! How to say: Hello – Akhlan; Goodbye – Maasalama; Welcome – Merhaba; Thank you – Shukran, etc....

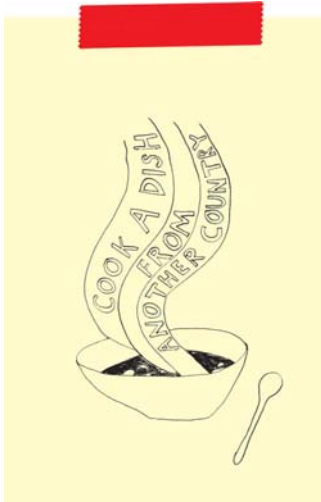


This way you not only learn new things in a new language every week; but you also get to know your own colleagues; their cultural backgrounds, where they come from and their secret language skills! It will open doors that give you the chance to learn more about people and their culture; and will surely improve some client's relations!

We have thousands of examples and languages you can use; check our website:

<http://www.refugeeweek.org.uk/simple-acts/twenty-acts/language/>

## Cook a dish from another country



The sun's out and everyone is chilling on the nearest grass area during lunch break.

Take this opportunity to:

- \* **Organise a picnic** with some colleagues under the banner of: Cook a Dish from Another Country!
- \* **Go adventurous** and explore the world - one dish at a time. Check out our website for some recipe ideas.
- \* **Get to know your desk-neighbour:** ask them for a recipe of their favourite dish! Your interest will flatter them and they will be more than happy to share their culinary knowledge with you in exchange for your own favourite recipe!

This is a great chance to get to know your new and old colleagues and breaking the ice! It's also cheaper and more original than the daily walk to Prêt-a-Manger!

For more recipe ideas check out:

[http://www.refugeeweek.org.uk/simple-acts/twenty-acts/cook\\_a\\_dish/](http://www.refugeeweek.org.uk/simple-acts/twenty-acts/cook_a_dish/)

## Give a book about refugees as a present to someone

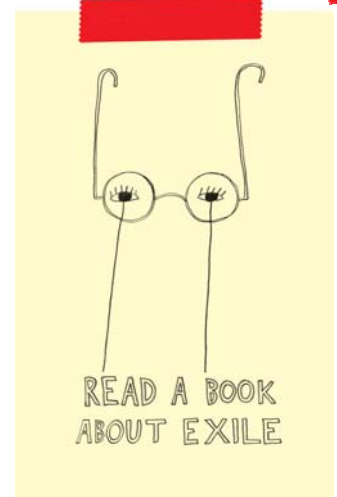
Another birthday is coming up; it's secret Santa time again – and as usual no-one has an idea about what to give as a present?

- \* **Make it your workplace's policy** this year to give a book about refugees (or written by a refugee) as birthday presents!

The list of suggested books is endless and filled with literary gems – from light-hearted first class comedy, over old-time classics, to moving and unforgettable story telling! We guarantee that you will find a book that suits each birthday-child!!

See our massive recommendations' list:

<http://www.refugeeweek.org.uk/simple-acts/twenty-acts/Read-a-book.htm>



## **A more challenging one!?**

### Invite a refugee for tea



Occupied and busy with our daily lives we come and go to work everyday for years, often without taking a moment to stop and watch the world that surrounds us. So why not change that right now and get to know the community in your area by sharing our legendary English tradition of 5 o'clock tea with new arrivals.

Check our website to find out where to meet local refugees and invite them over for a cup of tea and biscuits with you and your colleagues.

You will be surprised at the kind of people you will meet and the stories many have to tell. The impact your invitation will have on their impression of the UK and being welcomed in their new community will be immense!

## **What do you do once you've done a simple act?**

Once you've completed an action, pat yourself on the back and then let us know about it by following these three steps:

1. Visit [www.simpleacts.org.uk](http://www.simpleacts.org.uk)
2. Find the action you've done
3. Tick it!

No matter how often you do the same action, or how many people participated in doing it, we want to know! Drop us a line and tell us what simple acts your organisation has done, how many times you have done it, and how many people got involved! We will then add all the simple acts your class has done to our action counter. That way you'll see just how far your small action has gone towards making a big change to the way we see refugees, and it will hopefully inspire others to get involved also.



## Spread the Word!

We have some beautiful promotional material to lighten up your offices, such as posters, flyers and even badges and journals, that you can purchase and put-up and give out to make your colleagues aware of the campaign. To get them just send us an email to [info@refugeeweek.org.uk](mailto:info@refugeeweek.org.uk) or give us a call on 0207 - 346 6752. Also encourage your colleagues to do some simple acts that are not part of this toolkit, at work and at home. For example, tell your colleagues about simple act nr. 2 and encourage them to tell their children a story from another country! Or organise a group of your colleagues to come along to visit some events during Refugee Week!

## Share your images, videos or thoughts!

Why don't you document your action by filming it or taking a picture? If you have a video camera or a flashy digital camera, then great, get snapping. If not, just use your mobile phone!

Once you've got your footage upload it onto the web and inspire people to do their own actions. Check out these sites:

[www.wordia.com](http://www.wordia.com)

[www.flickr.com](http://www.flickr.com)

[www.youtube.com](http://www.youtube.com)

Or join us on our websites and share the latest news on the actions you and your organisation have done. For example on:

[www.facebook.com](http://www.facebook.com)

[www.bebo.com](http://www.bebo.com)

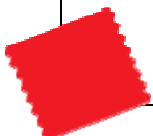
<http://www.refugeeweek.org.uk/simple-acts/latest-news/>

## Find out more about Refugee Week.

Refugee Week is a UK-wide programme of arts, cultural and educational events that celebrate the contribution of refugees to the UK, and encourages a better understanding between communities. This year Refugee Week will be held **15<sup>th</sup>-21<sup>st</sup> June**.

Every year during Refugee Week hundreds of events exploring refugee experiences take place across the UK ranging from big music festivals and art exhibitions to political debates and community events. Events can be organised by anyone and everyone - charities, local governments, refugee community organisations, schools, faith groups, arts organisations, day centres and umbrella networks have all organised events.

To find information about events, as well as a range of information and resources relevant to refugees visit **[refugeeweek.org.uk](http://refugeeweek.org.uk)**



## Contact us

Contact the Refugee Week team for advice, ideas or any other queries.

Web: [www.simpleacts.org.uk](http://www.simpleacts.org.uk),

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