

42-Point Diversity, Equity, Inclusion & Belonging Assessment Checklist

Company:

Date:

Signed By:

This checklist is not intended to be a 'one-off, one time' evaluation. It is intended to be a starting point to help give you a sense of your organization's DEIB strengths, weaknesses, and potential, so as to provide direction towards conversations and actionable steps for improvement.

Website/Social Media

- ☐ Ensures your website/social media representation is diverse and non-stereotypical
- ☐ Website is formatted for accessibility to people with disability (ie. alt text)
- ☐ Provide relevant language access for your website/social media
- ☐ Ensure brand messaging is inclusive and culturally respectful

Hiring and Recruitment

- ☐ Remove bias in job descriptions and postings
- ☐ Ensure lead sourcing networks being used include diverse candidates
- ☐ Define objective hiring criteria for the entire interview process
- ☐ Create diverse interview teams with history of objective standards
- ☐ Ask all interviewees the same questions
- ☐ Ensure all applicants feel welcomed to the interview process
- ☐ Organization understands value (merit) in diverse perspectives
- ☐ Tracks diversity demographics among staff/employees (ie. gender, race, ability, ect)

Employee Evaluations & Promotions

- ☐ Uphold promotion transparency with employees and staff
- ☐ Use a uniform evaluation cycle to assess performance (including self-evaluation)
- ☐ Provide managers with anti-bias training for employee evaluation
- ☐ Assess all roles equally across employees
- ☐ Ensure all employees understand promotion opportunities and how to achieve
- ☐ Ensure employees feel heard and understood as they respond to their evaluation

Harassment

- ☐ Have strong and clear anti-discrimination policy signed off by employees & managers
- ☐ Train staff on what constitutes harassment

- ☐ Enact a whistleblower policy that protects against retaliation
- ☐ Ensure transparent reporting process to improve accountability
- ☐ Publish harassment and discrimination reports to staff
- ☐ Ensure leadership accountability to resolving incidents and providing a safe environment
- ☐ Clarify standards around using requested pronouns and misgendering
- ☐ Ensure differently abled individuals are free from harassment (policy & procedure)
- ☐ Regularly evaluate if staff is comfortable having difficult conversations with leadership
- ☐ Regularly evaluate if staff is comfortable having difficult conversations with co-workers

Business Operations

- ☐ Ensure all employees feel heard and understood
- ☐ Provide training on implicit/unconscious bias
- ☐ Utilize surveys to assess if DEIB resources/education is sufficient and valuable
- ☐ Commit to culture of continuous learning and growth
- ☐ Meet language access needs and compliance requirements
- ☐ Hire diverse contractors and provide paths to full employment when appropriate
- ☐ Philanthropic efforts that support diverse interests (and track percentage)
- ☐ Establish data collection systems that can monitor DEIB progress
- ☐ Ensure meetings are not dominated by few voices
- ☐ Provide 'safe' opportunities to share and learn from each other's experiences
- ☐ Provide anonymous feedback option for employees uncomfortable reporting directly
- ☐ Ensure equal pay and structures that promote equal pay (transparency, etc.)
- ☐ Make DEI initiatives, data and actions transparent to all stakeholders
- ☐ Ensure DEIB concepts are embedded in strategic planning through various departments

Strengths:

Weakness:

Possible Next Steps: