Organizational Diversity, Equity, and Inclusion
Checklist

Organizational Checklist to Assess DEI

This tool is for organizations to assess and plan whether policies and procedures support diversity, equity, and inclusion. It can help identify areas for improvement, guide the development of quality improvement procedures, and inform policies on incorporating Diversity, Equity, and Inclusion actions.

What is Diversity, Equity, and Inclusion (DEI)?

Diversity- is the representation of different and unique identities, characteristics, experiences, and perspectives.

Equity- is understanding that not everyone starts from the same place. Different barriers must be removed so people have the same opportunities.

Inclusion- is embracing and respecting diversity so everyone feels valued and able to contribute to their fullest potential.

For employees with Dis/Abilities

Actions

- ☐ Plan outside work commitments or activities that won't give some employees an advantage over others (i.e., physical activities).
- ☐ Provide PowerPoint presentations and computer screens which use accessible formats.
- ☐ Consider how traumatic news and/or events may impact employees and their community.
- ☐ Update facilities to make them more welcoming and accessible.

Policies
- [ ] Develop Mental, Cognitive, and Physical Health policies to support reasonable accommodations when possible.
- [ ] Check policies for people-first language with the exception of the Deaf community (i.e., a Deaf person).
- [ ] Train employees on workplace Anti-Harassment, Discrimination, and Respectful Workplace policies.
- [ ] Dedicate a multi-purpose space to act as a quiet room for employees to take mental breaks, meditate, pray, or simply enjoy a moment of uninterrupted peace.

For 2SLGBTQ+ employees

Actions
- [ ] Use gender-inclusive language when communicating with individuals you have just met.
- [ ] Ensure when the company provides public support for the 2SLGBTQ+ community that it matches the internal support and inclusivity of 2SLGBTQ+ employees.
- [ ] Train workplace allies/mentors to provide a safe place, to help answer questions, to help stand up when something inappropriate is said, etc.

Policies
- [ ] Check policies, procedures, and other written documentation for gender-inclusive language (i.e., gender neutral pronouns).
- [ ] Create policies that explicitly prohibit 2SLGBTQ+ discrimination and train employees to recognize and address bias.
- [ ] Implement inclusive policies that are gender-neutral (i.e., parental leaves and leaves for care-taking).

For Women & Gender Identity

Actions

- ☐ Ensure internal communications are clear of words or phrases that have gendered connotations (e.g., "aggressive" or "chatty") and a zero-interruption practice.
- ☐ Provide a gender-inclusive washroom that anyone can use regardless of their gender identity or presentation.
- ☐ Build self-awareness of the "gender messages" you received while growing up and do your best not to make assumptions and judgments based on them.

Policies

- ☐ Establish practices to offer growth and advancement opportunities (e.g., Women in Leadership training programs).
- ☐ Offer flex-time and home-working opportunities for all employees when possible.
- ☐ Update dress codes to be gender-neutral.

For BIPOC (Black, Indigenous, & People of Colour) employees

Actions

- ☐ Give a Land Acknowledgement in an effort to give respect to the original land holders (i.e., at meetings, large gatherings, websites, emails, etc.).
- ☐ Work towards reconciliation by embracing change, building relationships and partnering with Indigenous businesses and communities.
- ☐ Invest in cultural awareness training to staff including on the history and legacy of residential schools and the Truth and Reconciliation commitment.
- ☐ Ask others to make you aware of your blind spots and speak up when other people present theirs.

Policies

- ☐ State clear expectations (e.g., in policies and procedures) about how cultural competence should align to the company values and mission statement.
- ☐ Make the hiring process more inclusive for more BIPOC staff and leadership representation.
- ☐ Provide multi-lingual documentation (e.g., policies and procedures) and signage in Manitoba's most commonly spoken languages.

Let us help you integrate global talent into your business!

Signature Diversity Courses

Half-day Sessions
- An Introduction to Diversity, Equity and Inclusion (DEI)
- Building 2SLGBTQ+ Awareness
- Engaging Diverse Work Teams
- Exploring and Achieving Workplace Cultural Awareness
- Workplace Communication: The Impact of Culture
- Workplace Conflict: The Impact of Culture

1-hour 'Lunch and Learn'
- Strategies for a Successful Diverse Workforce
- Strategies for Intercultural Communication at Work
- Strategies for Supporting Refugee Employees
- Strategies to Lead Diverse & Inclusive Teams
- Unconscious Bias at Work
- Women and Gender Inclusion at Work

Employer Resources
- Diversity, Equity and Inclusion Checklist
- The Benefits of International Talent
- Attracting and Recruiting Newcomers
- From Onboarding to Career Mobility

More information, click here.

Contact us, dit@manitobastart.com