**CHECKLIST**

**Diversity and Inclusion Audit Checklist**

**Company: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Checklist Score: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Filled by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Audited by: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Selection, Hiring, and Recruitment**

[x] Hiring criteria for the entire interview process is defined objectively

[x] Technical/Digital examinations are evaluated blindly

[x] Diverse interview teams with objective standards are assigned to the process

 [x] Bias in job descriptions and postings is removed

[x] Lead resource networks used are filled with diverse candidates

[x] Resume screenings are done blind, sans any name, gender, and religion in view

[x] Lead resource networks used are filled with diverse candidates

[x] All Interviewees are asked the same questions sans any bias

[x]  All applicants always feel welcome to the interview process

**Performance Reviews and Promotion**

[x]  All roles are assessed equally across employees at all levels

[x]  Managers are given anti-bias training for employee evaluation

[x]  Managers maintain monthly performance reports to ensure proper records of employee performance

 [x]  Commitment to promoting transparency with employees

[x]  Use of a uniform evaluation cycle to assess the performance

[x]  Self-evaluation is in place to review work performance

[x]  All employees are able to achieve a promotion and career progression path is communicated to them

[x]  Employees feel heard and understood as they respond to their evaluation

**Harassment At Workplace**

[x]  Sexual harassment policy with clear guidelines is signed off by employees upon joining

[x]  A whistleblower policy has been enacted to protect against retaliation

[x]  A transparent reporting process is in place to improve accountability

 [x]  The staff has been trained on what constitutes harassment

[x]  Harassment and discrimination reports are published for staff

[x]  Leaders are held accountable for resolving incidents and providing a safe environment

[x]  Standards are being set about using requested pronouns and misgendering

[x]  A system where differently abled individuals are free from harassment

**HR Operations**

[x]  Formal and informal mentorship is provided regardless of demography, sexual orientation, or identity

[x]  Diverse contractors hired are provided paths to full employment when appropriate

[x]  Employees feel heard and understood

[x]  Training is provided to eliminate unconscious bias and improve equitable decisioning

[x]  Policies in place to support new parents and menstruating people

 [x]  Facilities are free from gender and ability privilege, with accessible and safe spaces for all

[x]  Systems in place to elevate the voices of disenfranchised individuals

[x]  Culture of continuous learning and growth for all

[x]  The organization supports philanthropy that supports diverse interests

[x]  Equal opportunities exist to share and learn from each other

[x]  Anonymous feedback potential is provided for employees uncomfortable with reporting incidents directly

[x]  Equal and transparent pay structures in place, such as pay bands, etc.

[x]  DEI initiatives, information, and actions are transparent to all stakeholders

[x]  Data collection systems to monitor DEI progress

[x]  Meetings are not dominated by a few voices