**CHECKLIST**

**Diversity and Inclusion Audit Checklist**

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

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

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

**Selection, Hiring, and Recruitment**

Hiring criteria for the entire interview process is defined objectively

Technical/Digital examinations are evaluated blindly

Diverse interview teams with objective standards are assigned to the process

Bias in job descriptions and postings is removed

Lead resource networks used are filled with diverse candidates

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

Lead resource networks used are filled with diverse candidates

All Interviewees are asked the same questions sans any bias

All applicants always feel welcome to the interview process

**Performance Reviews and Promotion**

All roles are assessed equally across employees at all levels

Managers are given anti-bias training for employee evaluation

Managers maintain monthly performance reports to ensure proper records of employee performance

Commitment to promoting transparency with employees

Use of a uniform evaluation cycle to assess the performance

Self-evaluation is in place to review work performance

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

Employees feel heard and understood as they respond to their evaluation

**Harassment At Workplace**

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

A whistleblower policy has been enacted to protect against retaliation

A transparent reporting process is in place to improve accountability

The staff has been trained on what constitutes harassment

Harassment and discrimination reports are published for staff

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

Standards are being set about using requested pronouns and misgendering

A system where differently abled individuals are free from harassment

**HR Operations**

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

Diverse contractors hired are provided paths to full employment when appropriate

Employees feel heard and understood

Training is provided to eliminate unconscious bias and improve equitable decisioning

Policies in place to support new parents and menstruating people

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

Systems in place to elevate the voices of disenfranchised individuals

Culture of continuous learning and growth for all

The organization supports philanthropy that supports diverse interests

Equal opportunities exist to share and learn from each other

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

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

DEI initiatives, information, and actions are transparent to all stakeholders

Data collection systems to monitor DEI progress

Meetings are not dominated by a few voices