

# E : P : I : C

## DIVERSITY, EQUALITY, AND INCLUSION

### A CHECKLIST TO HELP YOU CHECK IN WITH THE CULTURE IN YOUR WORKPLACE

#### WHAT IS DIVERSITY IN THE WORKPLACE?

Workplace diversity is understanding, accepting, and valuing differences between people including those of different races, ethnicities, genders, ages, religions, disabilities, and sexual orientation. Plus, those with differences of education, personalities, skill sets, experiences, and knowledge bases.

#### WHAT IS INCLUSION?

Inclusion in the workplace is a collaborative, supportive, and respectful environment that increases the participation and contribution of all employees. True inclusion removes all barriers, discrimination, and intolerance.

#### WHAT IS DIVERSITY AND INCLUSION?

This is an organisation's mission, strategies, and practices to support a diverse workplace. Organisations that create diverse and inclusive work environments are more adaptable, creative and can become magnets to attract talent.

The space that you use for your organisation needs to feel like a safe environment your team.

#### POINTS TO THINK ABOUT WHEN ASSESSING YOUR PROGRESS:

- Have your managers and staff received sufficient training around diversity, equality, and inclusion?

Make sure company leaders understand that inclusion is about ensuring that everyone's voice is heard, opinions are considered and value to the team is evident.

Hold managers accountable, to show that inclusivity is a core competency.

- Do you have a DEI council or champion/advocate within your team?

Have they set goals to improve the DEI within your company/organisation and do they regularly check in on their progress and make update?

- Do you value your team's differences, and have you created an environment where people can feel comfortable bringing their "full selves" to work?

- Do you have a private room that your team has access to?

This could be for a meditation/prayer space, a place to take important/sensitive calls or for a person to express milk.

- Have a positive company culture, that listens to and respects each other. Stamp out harmful 'banter' and recognise any biases. This includes anything that could be hurtful or discriminative towards others.

Different cultures don't always understand this 'banter' and find the British in general, less respectful.

Remember that daily interactions are the most telling sign of whether your company has an inclusive culture.

Don't forget to take cultural or religious beliefs into consideration!

- Is your building accessible to everyone?

Do you have sufficient ramps, rails, and adapted spaces for people with accessibility needs?

Be aware of your physical spaces and equipment, compile a list of changes that are needed.

- Does your hiring process have DEI in mind?

Check out our other [E:P:I:C RESOURCES](#) around hiring and DEI for further advice.

- Are you providing your team with a safe space to voice their concerns?
- Inclusive language and gender-neutral language should be used where possible, so that gender norms are not perpetuated, and pronouns are not incorrectly used.

**AND MOST IMPORTANTLY, NEVER ASSUME!**

#### **DIVERSITY AND INCLUSION BEST PRACTICES:**

- Fair treatment.
- Equal access to opportunities.
- Teamwork and collaboration.
- A focus on innovation and creativity.
- Organisational flexibility, responsiveness, and agility.
- Conflict resolution processes that are collaborative.
- Evidence of leadership's commitment to diversity, this could be appointing a champion for e.g.
- Representation of diversity at all levels of the organisation.
- Representation of diversity among internal and external stakeholders.
- Diversity education and training.