Integrating Diversity and Equity into the Workplace

A CHECKLIST FOR ORGANIZATIONS

An organization committed to practices of diversity and equity has the capacity to:

• Validate employees’ experiences of oppression and does not remain silent about incidents of discrimination;
• Engage in ongoing multilateral learning so that all employees can benefit from the perspectives and knowledge of their colleagues; and,
• Recognize that addressing issues of diversity and equity requires systemic organizational change.

The strategies for creating Authentic Change is a two-step process that consists of learning, and unlearning (Naming & Facing), and implementing strategies that reflect principles of diversity and equity (Changing).

The following is a series of questions to assist organizations to self-reflect and assess whether the organization has the capacity for Authentic Change:

**NAMING: UNDERSTANDING THE “ISMS”**

- Does the organization understand that a work environment that reflects diversity and equity serves to integrally benefit the organization? Is there an organizational statement to this effect?
- Does the organization understand its responsibility to provide a work environment that meets the diverse needs of its employees?
- Does the organization provide education and training to all employees on diversity, equity, and anti-oppression?

**FACING: ACKNOWLEDGING THE “ISMS”**

- Does the organization have policies and procedures that address issues of discrimination and other inequitable practices in the workplace?
- Do the policies provide a comprehensive definition of discrimination that speaks to overt and covert forms of discrimination?
- From a procedural perspective, do the policies address issues of discrimination in a way that does not further marginalize the individual who experienced discrimination?

**CHANGING: ADDRESSING “THE ISMS”**

- Does the organization monitor and address complaints about discrimination and other acts of oppression?
- Does the organization’s management team actively listen, acknowledge and respect the experiences of staff from marginalized groups?
- Does the organization engage in ongoing education for all of its employees on issues of diversity, equity, and anti-oppression?

**WHEN FACED WITH AN INCIDENT OF OPPRESSION AND/OR DISCRIMINATION:**

- Did the organization’s management team validate the experience of the individual who experienced discrimination?
- Did the management team promptly address the incident?
- Did the management team create an environment of safety for the individual who experienced discrimination?
- Did the management team add or alter organizational policies to prevent such incidents of discrimination from recurring?