



The Diversity Checklist

Valuing Diversity from the Top

To what extent does the most senior body in the organisation take responsibility for the diversity vision?

How does the leadership demonstrate that the organisation is open and accessible, keen to reflect the diversity of the markets/communities it serves, and striving to utilize all available talent?

How does the 'boss' hold all direct reports to account for setting and achieving personal diversity objectives?

To what extent does the strategic/business planning process include the diversity vision and priorities?



Articulating the Vision

How and where are Board members and other senior staff articulating the diversity vision?

How is the diversity vision reflected in the organisation's business objectives and priorities?

How effective is the communication plan in ensuring that all staff are aware of the diversity vision and strategy and the fact that they have a role to play in the vision being fulfilled?

Awareness Education

How much access do staff have to information and/or programmes to keep them up to date with equality legislation?

How effective are the specific learning and development programmes/processes designed to inform and educate staff about the issues associated with diversity and inclusion?

To what extent do all learning and development programmes reflect the organisation's diversity and equality aspirations?

Enlisting Support at All Levels

How committed are staff to the diversity vision, and what will be done to increase their buy-in?

Board/executive level _____

Senior managers _____

Middle managers/specialists _____

First-line managers/supervisors _____

Production/front-line staff _____



Developing Diversity in Decision Making Groups

Most organisations operate on the basis that decision-making and hierarchy are inextricably linked even when the decision is taken by, or involves, a group rather than an individual.

This need not be the case, especially when an organisation is conscious that particular groups are 'under-represented' at senior levels. Deciding to uncouple the decision-making process from the system of accountability could be extremely liberating for organisations.

Creating decision-making groups that reflect the diversity of background, experience, skills and talents of employees would probably radically increase the innovative potential of most organisations. The accountability process would remain the same and the hierarchy would still have to 'carry the can' and be held responsible for the good governance of the organisation.

In which areas of your work could you increase the diversity of the decision-making group?

Reflecting Diversity Goals in Payment Policies

How could the organisation better reflect commitment to the diversity vision through its payment policies?



Encouraging Networks and Support groups

How do we facilitate, encourage and involve support groups and employee networks?

How could we increase their understanding of our wider diversity vision and strategy?

How could we increase their appreciation of the role and importance of the other networks?

How could we involve them more closely in developing our strategy and creating implementation plans to move us towards our diversity vision?



Effective Equal Opportunities Policies

On what basis do we measure the effectiveness of our equal opportunity policies?

To what extent do the policies affect the day-to-day working practices of the organisation?

How do we ensure that the policies are kept up-to-date with changes in legislation?

Monitoring and Evaluation

To what extent do we have a framework for collecting, analysing and utilizing data regarding diversity issues relevant to the organisation?



How frequently do we review existing data collecting processes and determine what else needs to be done?

How do we evaluate the effectiveness of the diversity strategy?

Focused Self-Questioning

One way of identifying relevant goals and setting meaningful personal objectives in the area of diversity and equality is to engage in a process of focused self-questioning. The following questions are designed to enable you to identify clear and specific personal objectives, to enable you to take your organisation's diversity and equality work further.

Health warning: You may find this difficult and/or embarrassing!

1. What do I know about the diversity and equality ambitions of my organisation? (This is not simply about numerical recruitment, retention or promotion targets.)



2. In what ways does my approach to my main work priorities move my organisation towards its diversity and equality ambitions?

3. How in-tune is my thinking about diversity and equality with my organisation's diversity and equality policy/priorities?

4. How in-tune is my thinking about diversity and equality with the thinking of those with whom I work closely?

5. In the context of diversity and equality, in what areas, if any, do I need to increase or improve my information, knowledge or skills?

Given my answers to the five questions above:



Discover the Value of Diversity and Inclusion

6. What general areas or issues could I be addressing in order to improve my organisation's chances of getting maximum value from the diversity of the staff and/or improving the quality of the service and support it provides to customers, clients and stakeholders?

7. What specific objectives could I set in order to make progress in any of the areas identified in question 6?

8. Given my answer to question 7, what will my objectives be for the coming 12 months?

9. What one thing will I do tomorrow to move towards achieving my objectives?
