

Diversity, Equity and Inclusion Checklist

This checklist includes promising practices to help organizations prioritize, embed, and broaden their diversity, equity and inclusion (DEI) initiatives. It covers multiple actions that can be implemented to create work environments and organizational cultures that are supportive of diverse talent. Your organization may want to consider tailoring its use to your specific needs.

For executive and board levels

Foster greater gender diversity

- Adopt a board and executive DEI policy that outlines a target and commits to practices, then post it on your organization's website.
- Set formal targets for gender diversity on boards, track this consistently and hold leaders accountable.
- Ensure that the organization's policies and practices are reviewed for DEI best practices on an ongoing basis (e.g., job sharing, flexible work arrangements, parental and caregiver leaves, etc.)
- Include DEI in leadership competencies that are used for performance assessments and promotion decisions (e.g. ability to identify issues related to diversity and inclusion).
- Provide coaching to leaders to enable them to model productive conversations on topics that might be uncomfortable for them. Provide them with "stories" that can support this.

For HR and managers

Embed DEI through all people practices

- Apply a DEI lens in key HR practices (e.g., recruitment, retention, professional development, etc.)
- Ensure that your culture supports work-life effectiveness for everyone.
- Create a respectful work environment and a positive culture of collaboration.
- Embed gender equity objectives in leaders' and managers' annual performance plans.
- Revise skills and qualification requirements that are more specific than they need to be.

Gather data and monitor progress

- Gather voluntary self-identified information through the career website application process and monitor the response rate.
- Gather data on safety record, innovations, employee engagement, absenteeism, turnover in critical occupations, numbers of applicants in hard-to-fill jobs and explore any connections to gender diversity or initiatives that might have had an impact.
- Measure and report key indicators such as promotion rates, and gender representation at various organizational levels.
- Analyze employee experience surveys separately by under-represented group, and intersections of a group membership.
- Consider gender-based compensation analysis to identify and close any gaps.
- Review the trend of harassment complaints (e.g. in particular work units)

Communicate regularly

- Identify and communicate opportunities for staff to make changes in their day-to-day work environment (e.g. the link between employee support and level of performance)
- Share results (as appropriate) of your diversity and inclusion targets.
- Engage leaders at all levels and ask them to initiate conversations that focuses on gender equity.
- Support candid conversations about the challenges and progresses in improving gender equity and inclusion through work-group meetings, safety briefings and coaching.
- Provide operations supervisors and managers with user-friendly reference tools.
- Produce evidence through employee engagement surveys, focus groups, and workforce data to use as conversation starters to prompt action.

Address myths and misconceptions

- Stay 'on message' about gender equity and inclusive practices being positive for everyone.
- Ensure decision-making processes are transparent and designed to provide equitable opportunities.
- Address unconscious bias through training and inclusive practices.
- Analyze each stage of the hiring and promotion processes to uncover and resolve any unintended barriers.

Inspire change

- Share good practices and give evidence of their impact on women, men, and the organization.
- Go beyond a verbal commitment by developing a compelling organizational change story.
- Encourage the sharing of personal stories from leaders and employees regularly and disseminate them widely.
- Interview women in various roles about their experience in the workplace. Encourage them to share their stories through company events, newsletters and employee communications.
- Involve men in gender inclusion efforts to support systemic changes.
- Provide tips and coaching to male champions to build their storytelling effectively as a change leadership tool.

Demonstrate inclusive behaviours

- Model inclusive behaviours in meetings and casual interactions in the workplace.
- Regularly invite input to demonstrate the value of DEI for innovation and decision-making.
- Recognize staff and work units for inclusive practices and behaviours—always with a narrative that outlines the benefits.
- Challenge biased communications or behaviours when they arise, to make them visible to others.
- Communicate behavioural standards and norms clearly, and actively address any actions that do not reflect those norms.
- Encourage senior leaders to model the behaviours of inclusive leaders.
- Use every opportunity to demonstrate inclusion and equity.