Participants complete a checklist to assess and develop strategies to increase their work environment’s diversity level.

**Goals**
- To assess workplace inclusiveness.
- To establish goals for increasing inclusiveness in the workplace.
- To develop strategies to expand the scope of diversity.

**Group Size**
- 5 or more

**Time**
- 40 – 50 minutes

**Materials**
- Paper; pens; access to a copier machine; Accessing Workplace Inclusiveness worksheets.

**Process**
1. Distribute copies of the worksheets and allow participants 5 minutes to complete them.
2. From groups of 5 participants, distribute a sheet of paper and a pen to each group, and give them the following directions:
   - Discuss areas that need improvement in order to raise the level of diversity in your workplace.
   - Select one member of your group to act as a recorder.
   - The recorders’ job is to make a legible list of all the ideas the group develops in fifteen minutes.
   - Provide examples such as: “Get office subscriptions to The Advocate and Ebony magazines,” or “invite representatives from Affirmative Action to conduct an office in-service and be prepared to ask questions about increasing equity, accessibility, and inclusiveness.”
3. Reconvene the entire group and ask a representative from each small group to read their list of ideas.
4. Ask participants to share any additional comments or insights they gained during the activity.
During the final discussion, make copies of all the lists and give a copy of each list to every participant as they leave.

Variation

- If a copy machine is unavailable, provide envelopes for each participant to self-address. Then, after the exercise, copy, collage, and mail the lists to each participant. This works well if the workshop is for staff within a building or campus.

- If the session is being held in the workplace, you may wish to allow time in Step 1 for participants to walk around the building and “discover” firsthand the answers to the worksheet questions.
Assessing Workplace Inclusiveness

1. Is your building and office physically accessible (including ramps, washrooms, and elevators) and is this route labeled accordingly?
   □ Yes □ No □ Unsure

2. Are your printed materials available in alternative formats (Braille, large print, tape, etc.)?
   □ Yes □ No □ Unsure

3. Are there posters, books, buttons, and brochures displayed in your office that represent and welcome all those served (i.e. people of color; gays, lesbians, bisexuals; people with disabilities; etc.)?
   □ Yes □ No □ Unsure

4. Is the language (printed and spoken) used in the office inclusive (i.e., of “partner” used to refer to an employee’s companion? The use of “husband” or “wife” assumes that the employee is married and heterosexual.)?
   □ Yes □ No □ Unsure

5. Are staff openings and/or services advertised in publications targeted to diverse populations?
   □ Yes □ No □ Unsure

6. Is gender equity discussed and practiced in your office?
   □ Yes □ No □ Unsure

7. Are materials in resource areas or waiting rooms (brochures, magazines, catalog, etc.) inclusive of various groups?
   □ Yes □ No □ Unsure

8. Is there diversity among the hired staff?
   □ Yes □ No □ Unsure

9. Has your office established relationships with organizations that can serve as resources in promoting diversity?
   □ Yes □ No □ Unsure

10. Do employees confront jokes or slurs against any group or individual (i.e., women, fat people, Jews, Hispanics, Polish, etc.)?
    □ Yes □ No □ Unsure
11. Is diversity awareness statement clearly printed on all applications and other materials?
   □ Yes □ No □ Unsure

12. Is the affirmative action statement clearly printed on all applications and other materials?
   □ Yes □ No □ Unsure

13. Is every individual who works in, visits, or is served in your office treated with respect and their individual needs taken into account?
   □ Yes □ No □ Unsure