Diversity, Equity, and Inclusion Workplace Checklist

Looking to evaluate Diversity, Equity, and Inclusion in your workplace? Use this checklist as a jumping-off point!

- Put a note on hiring ads indicating you are an inclusive employer
    - Indicate accommodations can be made, if required, during the hiring process
    - Remove # of years of experience from an ad, and stick to "experience in [*field of expertise*] autonomously"
    - Vary where job ads are posted
    - Ensure diversity on hiring team
    - Use blind hiring – remove names and other identifying info from resumes
    - Culture contribution – new employees bring something new while still meeting core values (culture fit insinuates need to fit with current culture)
- Train managers/supervisors about unconscious bias and how to avoid it
- Make website accessible to people using screen readers
- Create a DEI mission statement – diversity commitment
- Lengthen onboarding beyond first week; provide mentors for those from under-represented groups
- Make time off fairer, i.e., floating holidays so employees can celebrate the holidays they choose to celebrate.
- When providing snacks, have Halal and Kosher options and have separate storage for each.
- Train all employees on DEI
- Make training accessible – online, in-person, available accommodations
- Support childcare/elder care leaves
- Have a strong harassment prevention plan/policy
    - Train staff on what harassment is
- Have a respectful workplace statement
- Provide gender-neutral washrooms
- Acknowledge holidays from all religions/cultures

This template is provided to you for information purposes only. CFIB is not responsible for its use or subsequent interpretation by any person, business, or other third party. Contents can change frequently based on legal and best practice updates. It is recommended to download this template and use it in a timely fashion to ensure accuracy.

BRT051-2403