

An Inclusive Culture Checklist

Is your workplace culture inclusive?

Use the checklist below to identify your strengths and weaknesses.

Representation, Receptivity & Fairness

- Are people with disabilities working within a range of employee roles and leadership positions?
- Is there respect for differences in working styles? (e.g. structured vs. independent)
- Is there flexibility in tailoring positions to the strengths and abilities of all employees?
- Is there equal access to all resources, opportunities, networks and decision-making processes, regardless of individual differences?

Universal Design

- Are building interiors and exteriors, work spaces, equipment, services, communications and resources accessible to a range of people with and without disabilities?
- Are manuals, materials and forms routinely available to all employees in a variety of formats (e.g., large print, digital)?
- Do employees have work options such as flexible schedules to better manage time and create a healthy life/work balance?

Recruitment, Training & Advancement

- Are recruiters trained in providing effective outreach and accommodations to prospective employees with disabilities?
- Do people with disabilities have equitable access to training sites and materials?
- Do workers with disabilities have access to mentoring or coaching programs?

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Attitudes & Relationships

- Do managers understand and are they receptive to meeting the needs of workers with disabilities?
- Do relationships between management and employees with and without disabilities involve mutual respect, reciprocity, and worker investment in the workplace?

Accommodations

- Does your organization have a written policy and clear procedures for requesting an accommodation?
- Does your organization make available resources describing accommodations, and express a commitment to providing reasonable accommodations?
- Are specific point people involved in evaluating and negotiating accommodations requests?

Feedback & Tracking

- Does your organization maintain records of employee performance before and after accommodations?
- Is there an explicit protocol for addressing conflict, concerns, or allegations regarding discriminatory treatment or harassment?