ORGANIZATIONAL
PRACTICES
Create the
conditions

Inclusion Strategy

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Inclusive Practices Index

The practices and actions that an organization takes to be more inclusive help create a diverse workplace where people feel valued and behave in an inclusive way.

Think about what your organization is already doing. You can use this tool to create a snapshot of inclusive actions and practices, identify priorities that support key goals, and track your progress.

Use the following rating scale[1] for each of the diversity and inclusion practices:

1: Inactive	Very little or no work has begun in this area;
2: Reactive	Ad hoc activities or a compliance mindset; our actions in this area are primarily what is required to comply with relevant laws or social pressures; we act in response to situations as they arise.
3: Proactive	Intentional practices and actions that show a clear awareness of the value of diversity and inclusion; we are starting to proactively implement diversity and inclusion initiatives.
4: Progressive	Implementing diversity and inclusion systemically; tracking to see improved results and outcomes.
5: Best practice	Demonstrating current best practices in this aspect of diversity and inclusion; exemplary for other comparable organizations.

Communications	1 = Inactive	2 = Reactive	3 = Proactive	4 = Progressive	5 = Best practice
Our communications are clear, and free of jargon and unintended bias.					
Internally, we highlight the benefits of aspects of diversity and having diverse talent within the organization.					
Externally, we highlight the benefits of aspects of diversity and having diverse talent within the organization.					
We have a clear and well-understood process for employees to communicate their concerns about diversity issues.					
We engage in two-way communication with staff around diversity and inclusion					
We engage in two-way communication with external stakeholders, clients, customers, and/or suppliers.					

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[1] Adapted from the Global Diversity & Inclusion Benchmarks (GDIB).

Talent Management [2]	1 = Inactive	2 = Reactive	3 = Proactive	4 = Progressive	5 = Best practice
We have intentional outreach and job posting in place to attract diverse applicants.				☐	
We have recruitment practices in place to remove barriers that may keep qualified individuals from applying or qualifying for positions.				☐	
Our recruiters and interviewers receive training on bias-awareness in recruitment, selection and hiring.				☐	
We have onboarding practices that are designed specifically to help create an inclusive and welcoming environment for new hires who will have a range of characteristics.				☐	
Our retention and development practices have been explicitly designed and implemented to promote a diverse and inclusive workplace.				☐	
All our employees have the opportunity to develop their skills both for their current position and longer-term growth.				☐	
We monitor the application of our inclusive recruitment and development practices and take corrective action where needed.				☐	

Employee Development: Diversity and Inclusion	1 = Inactive	2 = Reactive	3 = Proactive	4 = Progressive	5 = Best practice
We help all our employees to develop an understanding of why diversity and inclusion-related actions matter in their daily work and how they apply to them.				☐	
Our people management processes set out clear expectations regarding inclusive skills and behaviours.				☐	
We provide our employees with the support to develop their skills to work inclusively (e.g., intercultural competence).				☐	

[2] See also the GDIB Category 4

Leadership and Accountability [3]

	1 = Inactive	2 = Reactive	3 = Proactive	4 = Progressive	5 = Best practice
Leaders and board members view diversity and inclusion goals and objectives as an important part of their responsibilities.				✓	
Our senior leaders are accountable for implementing the Diversity and Inclusion Strategy and reporting regularly (at least annually) on progress.				✓	
Our leaders demonstrate the competencies required for an inclusive workplace.				✓	
Our leaders are active change agents and role models for fostering an inclusive workplace.				✓	

Organizational Support and Commitment [4]

	1 = Inactive	2 = Reactive	3 = Proactive	4 = Progressive	5 = Best practice
We have policies in place to reduce barriers and foster a respectful workplace.				✓	
We have designated support for implementing diversity and inclusion initiatives/activities that is appropriate to the size and goals of our organization (e.g., staff with diversity and inclusion expertise and responsibility; budget and staff resources; diversity committee or council; employee networks).				✓	
Diversity and inclusion progress and outcomes are regularly and systematically assessed and acted upon.				✓	

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[3] See also the GDIB Category 2
[4] See also the GDIB Categories 3 and 8

Diversity Strategy [5]	1 = Inactive	2 = Reactive	3 = Proactive	4 = Progressive	5 = Best practice
We have a strategy that clearly positions diversity and inclusion as a priority tied to our mission.					
We review our systems, practices and organizational culture to eliminate unintended bias and reduce barriers to inclusion.					
Diversity and inclusion is defined broadly to include a wide range of characteristics.					
Our diversity strategy includes specific objectives and performance indicators.					

Want to go further?

There are many useful resources on best practices in diversity and inclusion. You could start by looking at the more detailed assessments available in the *Global Diversity and Inclusion Benchmarks (GDIB)*. You can also find resources on TRIEC's learning platform at trieclearning.ca

Observations and Opportunities

Based on the assessment, capture some thoughts about your organization's current status and potential next steps.

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[5] See also the GDIB Category 1