**EDI Toolkit Checklist**

**Section One – An introduction to EDI in your SME**

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| **No.**  | **Steps to embracing EDI in the workplace** | **Progress** |
| **1** | Ensure your employees understand what equality, diversity, and inclusion mean in the context of the workplace. | **[ ]**  |
| **2** | Ensure your employees are aware of the nine protected characteristics under the Equality Act 2010. | **[ ]**  |
| **3** | Ensure your employees can identify each type of discrimination (direct, indirect, bullying, harassment, and victimisation). | **[ ]**  |
| **4** | Ensure your employees are aware of the business benefits of embracing EDI. | **[ ]**  |
| **5** | Ensure your employees are aware of the business risks of not embracing EDI. | **[ ]**  |

**Section Two – How to ensure you embed EDI when advertising a job role**

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| **No.**  | **Steps to embracing EDI in the workplace** | **Progress** |
| **6** | Outline your commitment to EDI accompanied with some examples. | **[ ]**  |
| **7** | Detail the employee benefits that your organisation offers that support EDI (e.g., inclusive benefits). | **[ ]**  |
| **8** | Ensure to use the right language when drafting a job advertisement (e.g., avoid gender-coded words [unless legally required], detailed qualifications or job requirements, and technical language). | **[ ]**  |
| **9** | Ensure that your recruitment packs are accessible for people with disabilities, health issues, or are neurodiverse candidates. | **[ ]**  |
| **10** | Ensure that you have advertised your vacancies in places where you will reach a diverse audience (e.g., Indeed, LinkedIn, and Diversity.com). | **[ ]**  |

**Section Three – How to embed EDI into assessment and interviews**

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| **No.**  | **Steps to embracing EDI in the workplace** | **Progress** |
| **11** | Arrange unconscious bias training for your staff. | **[ ]**  |
| **12** | Anonymise any personal applicant details in recruitment packs that might influence your decision, such as names, addresses, or gender. | **[ ]**  |
| **13** | Use a rating standard or matrix for reviewing the anonymised applications and at interview. | **[ ]**  |
| **14** | Ensure that shortlisting and interviewing is undertaken by a diverse selection panel (e.g., with a bias interrupter present to highlight any biases). | **[ ]**  |
| **15** | Focus on the content of applications, rather than writing style. | **[ ]**  |
| **16** | Do not assume that an applicant with employment gaps or multiple short-term jobs has negative reasons for this. | **[ ]**  |
| **17** | Consider whether you need to ask for all the information you are requesting. | **[ ]**  |
| **18** | Consider virtual backgrounds for online interviews. | **[ ]**  |
| **19** | Keep a written record of why and how decisions were made. | **[ ]**  |
| **20** | Ensure the necessary steps are taken to ensure equal opportunities are offered to candidates who may have accessibility requirements. | **[ ]**  |

**Section Four – How to embed EDI into induction and onboarding**

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| **No.**  | **Steps to embracing EDI in the workplace** | **Progress** |
| **21** | Integrate EDI training into the induction. | **[ ]**  |
| **22** | Include an opportunity for check-ins during the induction and onboarding process. | **[ ]**  |
| **23** | Gather feedback from new starters to help with future induction and onboarding exercises. | **[ ]**  |
| **24** | Ensure that there is support in place for new starters. | **[ ]**  |
| **25** | Integrate an update on your business’ EDI progress and plans into the induction process. | **[ ]**  |
| **26** | Allocate new starters a buddy. | **[ ]**  |
| **27** | Be curious, listen, and learn from your new starters. | **[ ]**  |

**Section Five – How to embed EDI into your workplace culture**

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| **No.**  | **Steps to embracing EDI in the workplace** | **Progress** |
| **28** | Identify what your barriers to change are (e.g., lack of support, resources, or investment. | **[ ]**  |
| **29** | Create a risk assessment on those barriers to change and action a mitigation plan. | **[ ]**  |
| **30** | Ensure communication about the implementation of the change is communicated to employees effectively. | **[ ]**  |
| **31** | Involve your employees within the decision-making process of the proposed change. | **[ ]**  |
| **32** | Ensure that there is appropriate support for employees to assist them with managing the change. | **[ ]**  |
| **33** | Sell the idea to your employees through passion for change, innovation, and growth of the business. | **[ ]**  |
| **34** | Maintain an open dialogue with your employees. They may have ideas or feedback to improve your change management. | **[ ]**  |