

Sample Company Diversity & Inclusion Inventory

Use the columns to the right to assess the degree to which the statements in the left column match your company.

	To a High Degree	To a Moderate Degree	To a Low Degree	To No Degree	Unsure / Unclear	N/A
<i>Mission statement, strategic plan, initiatives in place</i>						
1. A serious commitment to diversity is reflected in my company's mission statement						
2. A serious commitment to inclusion is reflected in my company's mission statement						
3. Diversity and inclusion are part of my company's strategic plan						
4. An active diversity and inclusion program or initiative is in place in my company						
5. My company has goals and/or objectives related to improving diversity and inclusion (either as part of, or in place of, a comprehensive program)						
6. My company's commitment to diversity and inclusion has been communicated to all employees						

7. Strategies are in place in my company to identify and handle growth opportunities in the areas of diversity and inclusion						
8. My company utilizes a system of assessment to track progress in meeting our diversity and inclusion goals						
9. My company would like to incorporate a diversity and inclusion program, but we don't know how to get started						
10. My company has identified an individual or group that is/will be responsible for implementing our diversity and inclusion initiatives						
11. Accountability for meeting our diversity and inclusion goals are tied to incentives and/or performance reviews						
<i>Employee demographic make-up, hiring, inclusion, & retention</i>						
12. The demographic make-up of my company resembles the demographic make-up of the community /communities in which it operates						
13. My company uses various resources and criteria to widen our pool and broaden our definition of <i>qualified</i> when seeking to fill open positions						

<p>14. My company regularly meets goals in regards to hiring more diverse candidates; however, retaining them on staff is problematic</p>						
<p>15. My company's managers reflect a mix of racial and gender diversity</p>						
<p>16. My company's executives reflect a mix of racial and gender diversity</p>						
<p>17. A variety of strategies are used by my company to combat language barriers between managers and those they manage</p>						
<p>18. My company recognizes different work styles and values among employees, and actively works to establish a supportive workplace climate inclusive of their differences</p>						
<p>19. Teambuilding is actively practiced at all levels within my company</p>						
<p>20. We regularly utilize highly diverse teams to problem solve or foster innovation within the company</p>						
<p>21. A formal mentoring program is in place to support the development and promotion of talented staff from underrepresented populations in my company</p>						

<p>22. My company utilizes a system of feedback whereby employees are encouraged to provide suggestions for improvement</p>						
<p>23. My company holds exit interviews with employees leaving the company in order to keep abreast of potential areas of concern in the areas of diversity and inclusion</p>						
<p>24. Focus groups are or have been used to better ascertain employee needs, perspectives, and feedback</p>						
<p><i>Anti-harassment, bias, discrimination policies and reporting</i></p>						
<p>25. My company handbook/manual clearly outlines our policies against harassment and discrimination, and identifies how employees should report incidents or behaviors that violate these policies</p>						
<p>26. Formal company policies are in place to hold employees accountable for following our diversity and inclusion initiatives; and these policies are regularly enforced</p>						

27. Formal company policies stress that employees will not be punished for airing grievances related to diversity and inclusion, provided they follow proper channels and do not engage in prohibited behaviors						
28. One-on-one intervention methods are utilized to address language or behaviors that are culturally insensitive						
<i>Training</i>						
29. My company has mandatory diversity training for all employees						
30. My company has mandatory diversity training for some employees						
31. My company offers diversity training, but it is not mandatory						
32. My company provides training to managers and executives that is geared to help them recognize and address bias when it occurs						
<i>Community outreach, suppliers</i>						
33. My company has formal policies or programs in place in which we engage with the community to better understand their needs, concerns, and available resources						

34. My company has an active supplier diversity program by which diverse vendors are vigorously sought						
35. My company tracks the business it does with small disadvantaged, women-owned, minority-owned, veteran-owned, LGBT-owned, and other diverse suppliers						