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| **D&I Checklist - where to start** |  |  |  |
|  | **Notes** | **Considered** | **Actions** | **Accountability** |
| Make a commitment at a senior level, this could be in the form of a Charter or an agreed Statement |   |   |   |   |
| Consider your culture statement and values, and sure this statement fits with your aspirations for growth |   |   |   |   |
| Agree what the board will expect, and what it will do to set an example |   |   |   |   |
| Survey current workforce to determine state of D&I in your workplace |   |   |   |   |
| Make a plan, what do you want to focus on? We suggest picking 3 values/initiatives for an annual plan |   |   |   |   |
| Define what success will look like for your business and build assesment of this into your plan |   |   |   |   |
| Review the IoD D&I Charter - this is a good place to start when looking at the values and culture statement you might want to make for your business. This provides a framework for the beliefs and values that lead to a positive D&I culture |   |   |   |   |
| Consider your HR polices - seek advice if you need but you can use those included in the toolkit as a starting point |   |   |   |   |
| Create a safe environment in which to talk to your employees - key to good culture is being transparent and engaging your teams |   |   |   |   |
| Check goals and talent management resources to ensure employees consider D&I and a positive culture part of their job |   |   |   |   |
| Give feedback to the business as you progress, share statistics. Look at what D&I data you currently have about your employees, where are the gaps, agreeing a plan for collecting what is missing, how you will report on this and frequency and what it will be used to inform |   |   |   |   |
| Look at any pay gap, or cultural divergence and make a plan to fix it |   |   |   |   |
| Seek to develop or provide training on unconscious bias, inclusivity and diversity culture for your employees |   |   |   |   |
| Encourage employees to speak up with ideas, use these to agree actions and encourage employees to take ownership for implementation  |   |   |   |   |
| Consider an employee resources group or committee to drive D&I and implement the steps agreed by the board |   |   |   |   |
| Accountability - consider how you will hold employees and managers accountable if they do not promote the values and behaviours you choose and inclusion in the teams. Make sure your senior team and board are accountable - tone from the top |   |   |   |   |
| Look at your recruitment practice, interview questions and how you advertise to attract employees, including ensuring your advertising does not contain unconscious bias. Do you have a compelling Employee Value Proposition? |   |   |   |   |
| Consider your social media, images used, how to do you share publically what your values are? |   |   |   |   |
| Implement or provide opportunities for mentoring and allyship in your workplace to support employees in growth and development (you can reach out to Lean In Jersey for support and access to a mentoring programme if your business is small) |   |   |   |   |
| Ensure D&I culture is assessed on annual basis and communicate progress to your team, consider if you feel able to provide progress and positive steps your team has taken with clients and industry. Don’t be afraid to adjust your values and targets as your business grows.  |   |   |   |   |
| As well as recruitment practices, consider your suppliers and who you use - do they care about D&I? What is their culture? |   |   |   |   |
| Provide opportunities for employees to speak up for inclusion and to call out bias - consider forums you can use, surveys, whistleblowing facilities and posters/campaigns you could use in the business. Give employees permission to callout unacceptable behaviour, comments, language. See our resources for employees’ sections.   |   |   |   |   |