

# Equity, Diversity, Inclusion & Accessibility Audit Checklist

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A roadmap always begins with a starting point. An Equity, Diversity, Inclusion & Accessibility (EDIA) Audit is a systematic review of the policies, practices and workplace dynamics that promote or create barriers to an equitable, diverse and inclusive organization.

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## ☐ Workplace Census

Regular Universal Workplace Census:

- Social identity is complex, ensure that these questions include non-binary terms, allow for multiple selection, and options for employees not to answer
  - Survey employees about identity and workplace satisfaction:
  - What identity groups are under-represented or not-represented in the workforce? what groups are over-represented in management vs lower-tiered positions?
  - Are there correlations between identity characteristics and workplace satisfaction?
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## ☐ Review Hiring, Promotion and Compensation Practices

- Does the application process filter out applicants with ethnic or racial identifiers in their name or education? Are employees hired through informal channels inaccessible to marginalized groups? How are positions posted and filled?
  - Is there upward mobility for all/some? what is average length of employment before getting a raise or promotion? does this vary across identity groups? is there high turnover in a certain demographic?
  - Are employees in equivalent roles earning equal pay?
  - Is there evidence of manager (un)conscious bias in performance evaluations? Are performance evaluation criteria structured to favour skills and experiences associated with dominant groups?
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## ☐ Employee & Manager Engagement

The numbers only tell part of the story. It is important to invite employees and managers to contextualize representation with narrative. Interview-based data with equity-seeking groups and managers is important to understand promoters and barriers to EDI at all levels of the organization.

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## ☐ Onboarding & Orientation

- Does the organization have a name policy allowing employees to identify pronouns and names which may differ from legal documents? Does this policy celebrate diversity and discourage the practice of adopting pseudonyms to assimilate into a white-normed environment?
  - Are employees provided information and training about Anti-discrimination, accommodations, and inclusive working environment policies and where to get additional supports?
  - Are new employees from equity seeking groups connected to mentors and provided opportunities to participate in social and professional development activities?
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## ☐ Accessibility & Accommodations

- Have sufficient resources been allocated to compliance with NS Accessibility Act? Does the organization's Accessibility Plan recognize intersectionality and multiple identities of persons with disabilities?
  - Do accommodations policies consider the lived realities of employees? how is undue hardship applied to considerations for accommodations?
  - Does organizational processes and culture make the accommodations processes easy and straightforward?
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# Resources

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