



Diversity, Equity, and Inclusion

Internal Checker

Foresight

Diversity, Equity, and Inclusion (DE&I) Internal Checker

This checklist can serve as a starting point for organisations to assess their DE&I efforts and identify areas for improvement. Tailor it to your organisation's specific goals, needs, and circumstances. Regularly review and update the checklist to reflect evolving DE&I priorities and strategies.

We are here to you on your DE&I journey.

If you have any questions, please contact:

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Leadership and Commitment:

- Executive leadership actively supports and champions DE&I initiatives.
- DE&I is integrated into the organisation's mission, vision, and values.
- DE&I goals and objectives are clearly communicated to all employees.

Data and Assessment:

- Collect and analyse demographic data of the workforce.
- Conduct regular diversity and inclusion surveys to gauge employee thoughts.
- Evaluate diversity in leadership and management positions.

Policies and Practices:

- Review and update HR policies to ensure they promote equity and inclusion.
- Implement equitable hiring and promotion practices.
- Ensure pay across gender and ethnicity.
- Provide flexible work arrangements to accommodate diverse needs.

Education and Training:

- Conduct DE&I training for all employees, including leadership.
- Offer resources for employees to education themselves about DE&I..
- Train managers on addressing bias and creating inclusivity.

Recruitment and Retention:

- Actively recruit from diverse talent pools.
- Use diverse interview panels to reduce bias in hiring.
- Create mentorship and sponsorship programs to support underrepresented groups.
- Analyse turnover rates and implement strategies to retain diverse talent.

Accountability and Measurement:

- Establish DE&I KPIs and regularly track progress.
- Hold leaders and teams accountable for meeting DE&I goals. .
- Conduct regular DE&I audits and assessments.

Communication and Transparency:

- Communicate DE&I progress and initiatives regularly.
- Encourage open dialogue about DE&I issues.
- Develop a DE&I communication plan.

Employee Resource Groups (ERGs):

- Support and promote ERGs for various identity groups.
- Provide resources and budget for ERG activities.
- Listen to ERG feedback and implement suggestions where feasible.

Supplier and Vendor Diversity:

- Encourage supplier diversity and work with diverse suppliers.
- Include DE&I criteria in vendor selection processes.

Recognition and Rewards:

- Recognise and celebrate DE&I achievements and milestones.
- Incorporate DE&I into performance evaluations and rewards.

Community Engagement:

- Engage with and support community organisations that promote DE&I.
- Encourage employees to participate in community DE&I initiatives.

Equity Initiatives:

- Develop programs to address systemic inequities, such as pay equity.
- Consider equity in decision-making processes, especially for resource allocation.

Reporting and Transparency:

- Publish an annual DE&I report to share progress with stakeholders.
- Seek third-party audits or certifications to validate DE&I efforts.

Legal Compliance:

- Ensure that all DE&I efforts comply with relevant laws and regulations.

Continuous Improvement:

- Regularly evaluate and update the DE&I strategy to adapt to changing needs and best practices.

