

# INCLUSION STRATEGY CHECKLIST

## MEASUREMENT

- Collect demographic data of staff
- Segment data by seniority
- Collect demographic data of recruitment funnel
- Review and report on exit interview trends
- Regularly report on data trends

## ENGAGEMENT

- Send quarterly / bi-annual staff surveys to understand experience
- Give staff regular opportunities to provide feedback and inputs
- Offer different mechanisms to suit different communication styles
- Plan for reviewing, responding to and actioning feedback

## PLANNING

- Set inclusion goals and targets
- Regularly report on and review progress
- Communicate progress to internal and external audiences
- Put in place regular training

## CULTURE DESIGN

- Clearly define organisational values
- Clarify how those values should be put into practice with action
- Provide staff behaviour guidelines
- Create a framework for your organisational culture
- Enable employee groups / networks

## MITIGATING BIAS

- Take inclusive recruitment training
- Create an inclusive recruitment strategy
- Introduce inclusive leadership training
- Offer dedicated development support for underrepresented staff
- Analyse and address pay gaps

## RESOURCES

- Set a budget for your inclusion work
- Appoint an inclusion lead
- Ensure they have time set for this work and it's part of their objectives
- Identify employee champions who will support this work

# INCLUSION STRATEGY CHECKLIST

YOU NEED A DEDICATED STRATEGY FOR...

- Anti-racism
- Gender equity
- Menstruation and menopause
- Parental leave
- Infertility and baby loss
- Parents and carers
- Returning to work (from parental leave, health issues, life events, etc.)
- Grief and bereavement
- Neurodiversity
- Trans allyship and transitioning at work
- LGBTQIA+ allyship
- Mental health
- Cultural sensitivity
- Accessibility and disability allyship
- Religious inclusion

Need help setting up any of these elements?  
Email [hello@watchthisspace.uk](mailto:hello@watchthisspace.uk) to book a free discovery call  
so we can understand where you are now and  
what your next steps should be.