

# Building An Inclusive Workplace

## Inclusion Checklist

### 01 Culture & Environment

- Do you promote a culture where everyone feels respected and valued?
- Are inclusive behaviours encouraged and modelled by leadership?

### 02 Policies & Processes

- Are your policies inclusive, clear, and accessible to all employees?
- Do you offer flexibility and clear processes for requesting support?

### 03 Onboarding & Development

- Is onboarding accessible and supportive from day one?
- Are development and progression opportunities fair and transparent?

### 04 Management & Support

- Are managers equipped to support different needs and ways of working?
- Are individual strengths recognised and supported?

### 05 Communication

- Do you regularly gather feedback and take action to improve inclusion?
- Is inclusion treated as an ongoing priority?

### 06 Quick Reflection

- Does your workplace accommodate individuals with diverse needs or backgrounds?