EDI Policy Review Checklist

It's important that businesses ensure their EDI policy is inclusive of all employee experiences.

When reviewing their EDI policy, employers need to be mindful of *equity-deserving groups* (people with disabilities, those who are racialized, Indigenous, 2SLGBTQ+, or gender-diverse, etc.).

Below is a checklist you can use to see which areas of your current EDI Policy might need some more attention. If you are looking for a policy template, see the **Equity, Diversity, and Inclusion Policy Template.**

Ask yourself these questions:

Legislation:
Is the policy in compliance with current legislation?
- BC Human Rights Code
- Occupational Health and Safety Regulation
- The Accessible B.C. Act
- BC Employment Standards Act

Equity-deserving groups:
- Are all equity-deserving groups included in the policy?
- Does the policy address social and individual issues for all equity-deserving groups?
- Does the policy assume that everyone is capable of doing things the same way?
- Will any individuals or groups have difficulty accessing any resources, responsibilities, opportunities, benefits or rights under the policy?
- Does the policy use language that supports all equity-deserving groups (no use of language that harms)?

Talent management:
Does the policy address the employee life cycle?
- Recruitment; Selection; Onboarding; Promotion; Prevention of workplace complaints; Early intervention; Complaint process; Rebuilding the workplace after conflict; Exit interviews

Language:
Is the policy written in positive, easy to understand language that a grade 4 student could read?

Tools:
- Does the policy offer checklists and timeframes where they are needed?
- Are tools accessible or available in multiple formats?

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Responsibility & accountability:
- Does the policy include responsibilities and accountabilities for owners, employees, managers and executive leadership?
- Does the accountability description outline actions and responses from the business (disciplinary actions up to and including dismissal)?
- Does each person need to sign the policy?

Training (if feasible):
- Does the policy include training types for all employees?
  - Are there details about the training, like the types of training and how often it should happen?
- Does the training include all equity-deserving groups?

Policy issues:
- Is there a way for employees to address issues or concerns with the policy?
- How are issues tracked and assessed for potential barriers that need to be addressed?

Performance measures:
Does the policy include ways to measure how well it is working?
- Does everyone know how the policy is being measured, how often it is being measured, and to whom the reports are going?

Review timeline and process:
Does the policy say when and how it is reviewed?
- How are equity-deserving groups involved in the policy review? Are there other groups who should be included?