



BY JEBEH EDMUNDS

Inclusive Workplace Audit Checklist

Create job description & postings to be more inclusive

Check where you are posting your jobs to boards that aren't mainstream

Self audit your business website

Check your language get rid of bias statements

Retention through mentorship.

Set the right DEI (Diversity, Equity, and Inclusion) goals



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Provide more inclusive training opportunities

Survey your staff and clients to further understand your message and inclusive branding.

Show & Tell your demographic make up of your workforce on your website.

Prove It- If your demographic workforce numbers are not attainable yet, use this to help carve out your overall goals of actions.

Research open dialogue task cards to keep the climate positive

Get comfortable with being uncomfortable