

Checklist for Office Inclusiveness

	<u>Yes</u>	<u>No</u>	<u>Unsure</u>
1) Is your building and office physically accessible (including ramps and elevators) and is this route labeled accordingly?	_____	_____	_____
2) Are your printed materials available in alternate formats (Braille, large print, multilingual, tape, etc.)?	_____	_____	_____
3) Are there posters, books, buttons, brochures displayed in your office that represent and welcome all those served (i.e. people of color, gay/lesbian/bisexual/transgender people, people w/disabilities, etc.)?	_____	_____	_____
4) Is language (printed or spoken) used in the organization inclusive (“partner” vs. “husband/wife,” which assumes heterosexuality)?	_____	_____	_____
5) Are staff openings and/or services advertised in publications that target to specific populations?	_____	_____	_____
6) Is gender equity discussed and practiced in your office?	_____	_____	_____
7) Are materials in resource areas or waiting rooms (brochures, magazines, catalogues, etc.) inclusive of various groups?	_____	_____	_____
8) Is there diversity among staff and students hired?	_____	_____	_____
9) Does your office have established relationships with and information available from the various culturally specific organizations throughout the state?	_____	_____	_____
10) Are jokes or slurs against any group or individual confronted (i.e. women, fat people, Jewish people, etc)?	_____	_____	_____
11) Is diversity training provided for or required of employees in your organization?	_____	_____	_____
12) Is your organization’s affirmative action statement clearly printed on all applications and other materials?	_____	_____	_____
13) Is every individual who works in, visits, or is served in your office treated with respect and equity (<i>not</i> equality)? Are individual needs taken into account?	_____	_____	_____