# Checklist for Office Inclusiveness

1) Is your building and office physically accessible (including ramps and elevators) and is this route labeled accordingly?  
   - Yes  
   - No  
   - Unsure

2) Are your printed materials available in alternate formats (Braille, large print, multilingual, tape, etc.)?  
   - Yes  
   - No  
   - Unsure

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.)?  
   - Yes  
   - No  
   - Unsure

4) Is language (printed or spoken) used in the organization inclusive (‘partner’ vs. ‘husband/wife,’ which assumes heterosexuality)?  
   - Yes  
   - No  
   - Unsure

5) Are staff openings and/or services advertised in publications that target to specific populations?  
   - Yes  
   - No  
   - Unsure

6) Is gender equity discussed and practiced in your office?  
   - Yes  
   - No  
   - Unsure

7) Are materials in resource areas or waiting rooms (brochures, magazines, catalogues, etc.) inclusive of various groups?  
   - Yes  
   - No  
   - Unsure

8) Is there diversity among staff and students hired?  
   - Yes  
   - No  
   - Unsure

9) Does your office have established relationships with and information available from the various culturally specific organizations throughout the state?  
   - Yes  
   - No  
   - Unsure

10) Are jokes or slurs against any group or individual confronted (i.e. women, fat people, Jewish people, etc)?  
    - Yes  
    - No  
    - Unsure

11) Is diversity training provided for or required of employees in your organization?  
    - Yes  
    - No  
    - Unsure

12) Is your organization’s affirmative action statement clearly printed on all applications and other materials?  
    - Yes  
    - No  
    - Unsure

13) Is every individual who works in, visits, or is served in your office treated with respect and equity (not equality)? Are individual needs taken into account?  
    - Yes  
    - No  
    - Unsure

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