

Checklist for Action

Action Item	Responsible Party	Timeline/Deadline	Status
Mission Strategy and Evaluation			
Develop and communicate a high-level DEI statement that links to organisational values and mission			
Taskforce developed to help the organisation think about how to advance DEI			
Allocate appropriate resources for DEI initiatives (budget, time, personnel)			
Assessment and Data Collection			
Conduct a high-level DEI assessment of where you stand			
Collect demographic data on colleagues, the board and the communities you serve in a careful, sensitive and compliant way.			
Regularly review and update the data to reflect the changing makeup of colleagues, the board and the communities the company serves			
Regularly monitor and analyse the data throughout the colleague journey from attraction to exit. Make process changes if the data suggests adverse effect on certain underrepresented groups.			
Policy Development and Review			
Develop a DEI policy with the taskforce, and other relevant parties			
Regularly review and update policies – engage board with DEI policy review and development			

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Training and Education			
Implement bespoke and relevant DEI training interventions as per organisational need (at all levels including the board)			
Provide ongoing opportunities for training and education in line with the evolving DEI landscape			
Recruitment and Hiring Practices			
Implement diverse hiring panels as standard			
Review job descriptions and ensure inclusive language throughout.			
Establish meaningful partnerships with experts in the space to establish new and diverse talent pipelines			
Promotion and Career Development			
Implement reverse mentoring schemes – where senior people learn from more junior colleagues - beginning with the board and Leadership Team			
Ensure equity when providing access to growth opportunities (consider horizontal growth opportunities as well as vertical)			
Regularly assess and address barriers to access – let the data support your journey and make changes if promotion and career development trends suggest adverse impact			

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Communication and Transparency			
Regularly communicate DEI initiatives across the organisations – ensure it is accessible to colleagues at all levels			
Establish mechanisms for feedback for colleagues – feedback			
Consider publishing regular DEI reports			
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Evaluation and Continuous Improvement			
Regularly evaluate the impact of DEI initiatives			
Solicit feedback from colleagues, partners and communities			