Workplace Audit: Barriers and Bridges to Achieve Diversity in Your Organization

The following questions are designed to learn more about our agency's organizational trends. We also expect to identify areas in decision-making, management and service delivery where changes are essential in order to be more inclusive, and try to define who can implement such changes in non-profit agencies.

DIRECTIONS: Please read carefully the following statements and circle response that best described your organization.

1. Our agency is responsive to issues of cultural diversity and designs programs and services that reflect the population it serves.
   - yes
   - no
   - under consideration

2. Our agency considers cultural factors such as language, ethnicity, customs, family structure, and community dynamics in developing its management and service delivery strategies.
   - yes
   - no
   - under consideration

3. Our agency's mission statement specifically refers to services for minority clients.
   - yes
   - no
   - under consideration

4. Our agency's policies and procedures manual specifically refers to services to minority clients.
   - yes
   - no
   - under consideration

5. Our agency's Board of Directors requests input from individuals of different cultures and/or ethnic groups in developing our mission statement and goals.
   - yes
   - no
   - under consideration

6. Our agency's Board of Directors periodically monitors and evaluates the agency's process for achieving diversity awareness goals.
   - yes
   - no
7. Our agency's Board of Directors consults organizations that represent culturally diverse groups in the board recruitment process.

- yes
- no
- under consideration

8. To ensure representation from diverse sectors in our community, our agency's Board of Directors draw its new board members from the culturally or ethnically diverse communities served by the agency.

- yes
- no
- under consideration

9. All members of the agency's Board of Directors have the opportunity to learn about issues of cultural diversity and how those issues affect the agency's functioning.

- yes
- no
- under consideration

10. The Executive Director ensures that qualified staff and volunteers are recruited from culturally diverse groups in the community.

- yes
- no
- under consideration

11. The Executive Director provides opportunities for professional development for all staff and volunteers, including those from culturally diverse groups.

- yes
- no
- under consideration

12. Our agency consults with, and involves culturally diverse organizations and individuals in the agency's fundraising activities.

- yes
- no
- under consideration

13. Our agency consults with diverse organizations or individuals in the community before finalizing programs and policies that may have a cultural impact.

- yes
- no
- under consideration

14. Our agency's administrators establish mechanisms to include all levels of staff and volunteers in the decision-making process, to the maximum extent possible.

- yes
- no
- under consideration

15. The agency provides all staff members with diversity awareness training.

- yes
- no
- under consideration

16. Our agency has a clearly written non-
discrimination policy.

17. Our agency's supervisors and program managers assist the Executive Director in implementing the nondiscrimination policy.

18. Our agency ensures that program brochures, annual reports, newsletters, and other publications reflect the diversity of the population it serves.

19. Our agency trains the staff in regards to cross-cultural communication, diversity awareness, and conflict-resolution in different cultural groups.

20. Our agency has developed a process for dealing with complaints of discrimination, harassment and racism in the workplace.

21. Our agency reaches out to culturally diverse communities and organizations to promote our programs and services.

22. Our agency advertises its fundraising activities in culturally diverse print and broadcast media, through community information networks, and organizations representing diverse groups.