



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

- _ under consideration
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-
- _ yes

discrimination policy.

- no
- under consideration

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

- yes
- no
- under consideration

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

- yes
- no
- under consideration

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

- yes
- no
- under consideration

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

- yes
- no
- under consideration

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

- yes
- no
- under consideration

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

- yes
 - no
 - under consideration
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