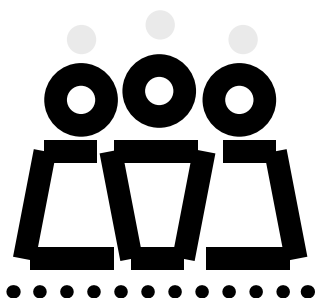


3. CHECK YOUR SME!

To what extent does your organisation already take ideological diversity into account in the workplace? Find out with the checklist below!



PILLAR I – CREATE AN INCLUSIVE CLIMATE

MP 1 – INCLUSION IS MEASURED AND MONITORED.

- The organisation's score in the area of diversity and/or inclusion is monitored (e.g. by means of a scan). YES NO
- Inclusion is monitored via certain practices (such as via questionnaires or during performance appraisals or exit interviews). YES NO

MP 2 – RECRUITMENT, SELECTION AND INDUCTION ARE INCLUSIVE.

- Recruitment is done via a variety of channels. YES NO
- Vacancy advertising contains only the essential requirements for the position. YES NO
- Selection criteria are task and function oriented. YES NO
- The recruitment committee is diverse. YES NO
- Induction of new employees is well prepared (e.g. an induction brochure has been drawn up and/or an induction mentor appointed) – with a focus on sufficient personal contact. YES NO

MP 3 – COMMUNICATION IS INCLUSIVE.

- Communication is based on shared goals and uses clear language. YES NO
- The organisation's ideological diversity is visually communicated (e.g. on the website, in newsletters, brochures, presentations, etc.). YES NO

MP 4 – INCLUSIVE COMPETENCIES ARE STRENGTHENED AND KNOWLEDGE IS BROADENED.

- The organisation provides competence-enhancing and knowledge-broadening education and/or training courses, on inclusion-related topics. (For instance, workshops on understanding prejudice and training courses on strengthening inclusive leadership skills.) YES NO

PILLAR II – APPLY AN INCLUSIVE LEADERSHIP STYLE

MP 5 – THERE IS A SAFE WORKING ENVIRONMENT.

- Managers regularly sound out the personal experiences and insights of employees. YES NO
- Managers pick up on things that stand out as (potentially) related to philosophies of life. YES NO
- Stereotyping is always avoided. YES NO
- Attention is paid to 'covering' behaviour, whereby employees may (attempt) to hide aspects of their identity in the workplace (because they think they must). YES NO
- Opportunities are created for minority voices to be heard. YES NO

MP 6 — BROAD ACCEPTANCE IS SUPPORTED.

- Managers involve employees in decisions that are or may be related to inclusion and ideological diversity (e.g. by creating workgroups). YES NO
- Managers inform employees via various channels about measures taken in the context of inclusion and ideological diversity. YES NO

MP 7 — INCLUSIVE THINKING AND ACTION IS PROMOTED.

- Managers are sensitive to differences and similarities between employees. YES NO
- Managers personally set good examples of inclusive behaviour. YES NO
- Managers respond immediately to non-inclusive behaviour. YES NO

PILLAR III - SET UP INCLUSIVE PRACTICES

MP 8 — FACILITIES ARE TAILORED TO PERSONAL NEEDS AND WANTS.

- The organisation provides a space for activities requiring silence. YES NO
- Facilities are provided for washing in the workplace. YES NO
- Ingredients lists and/or a wide range of dishes and drinks are provided at receptions, lunch and dinner. YES NO

MP 9 — TASKS, TIMETABLES AND LEAVE ARRANGEMENTS ARE AS PERSONALISED AS POSSIBLE.

- Adjustments to tasks and/or times are possible, for a certain period of time. YES NO
Leave requests are promptly discussed, so that everyone's wishes can be met as far as possible.

MP 10 — CONNECTIVITY IN AND BEYOND THE WORKPLACE IS ENCOURAGED.

- The organisation provides a pleasant place for employees to eat together. YES NO
- There are game facilities in the workplace and/or activities outside working hours. YES NO

Can your business answer YES to many of these questions? Then it's well on the way to successful management of ideological diversity in the workplace.

If that is not the case, there's room for improvement. You can call on the expertise and support of the Centre of expertise Public Impact in this regard, and on their extensive network of experts.