

**Before starting the Tool...**

## **Checklist:**

# **What you might need to complete the Workplace Cultural Diversity Tool**

The Workplace Cultural Diversity Tool is designed to help organisations measure themselves against good practice goals in workplace cultural diversity and anti-racism, effectively manage a culturally diverse workforce, plan their business development and chart their progress over time.

You can complete the assessment tool at your own pace, and you do not have to complete it in one sitting. The tool allows you to save your progress and return to it at a convenient time.

Below is a list of things that may assist you when completing the tool.

Your organisation's Reconciliation Action Plan.

Your organisation's procurement and purchasing policies.

An understanding of your organisation's remuneration policies for participation in activities outside work or in working groups.

An understanding of any demographic data your organisation collects on employees, including through human resources and business management systems, audits, regulatory reporting, employee surveys or third-party research.

An understanding of the training programs and initiatives available at your organisation, including any professional development programs such as mentoring programs, networking groups or peer support initiatives.

Your organisation's Work Health and Safety policy.

Your organisation's recruitment policies and, where possible, an example of recent recruitment documentation such as job advertisements, position descriptions, selection criteria and interview questions or testing frameworks.

Your organisation's employee-focused policies or strategies including any diversity and inclusion policies, anti-racism policies, leave policies, bullying and harassment policies.

An understanding of your organisation's physical office or working space, where applicable, or remote working policy.

**You may find that your organisation does not have some or any of the following. This won't stop you from effectively completing the assessment tool.**