INCREASING EQUITY AT THE WORKPLACE

EMPLOYEE RESOURCES AND SUPPORTS SYSTEM TOOLKIT

EQUITY

STEP 1: TAKE THE AUDIT

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Work Equity is an initiative of the Center for Social Innovation at the Boston College School of Social Work.
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Questions?
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Employee Resources and Supports System

1.0 Introduction

Step 1 engages your organization in an audit to assess the equity of your Employee Resources and Supports System.
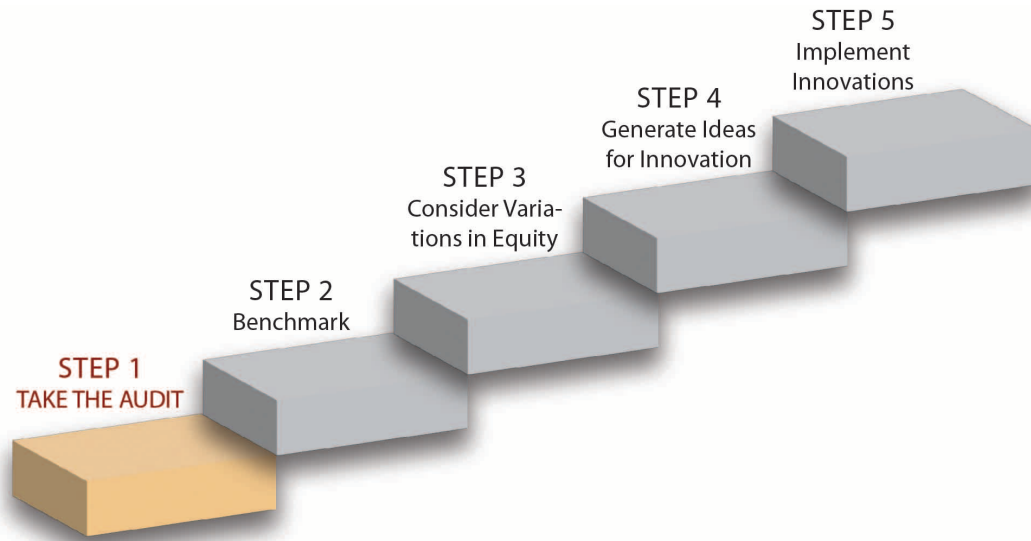

Figure 4: Step 1 of the Employee Resources and Supports System Toolkit

1.1 Roles and Responsibilities

The Leaders(s) of your Equity Initiative will decide who will be invited to respond to the Audit survey.

We consider the people who answer the Audit questions about the equity of the Employee Resources and Supports System to be "key respondents." These are people who have some special insights about the equity of the employee resources and supports at your organization.

Some options include:
1. members of your Equity Initiative Committee,
2. people with responsibilities for different aspects of your Employee Resources and Supports System, including HR experts and managers, and
3. employees.

The group of people you invite to complete the Audit (that is, the key respondents) are not likely to be representative of your workforce overall. Most organizations will not ask a representative sample of their workforce to respond to the Audit because many employees may have only limited experience with and/or knowledge about the Employee Resources and Supports System.

It is important to remember the difference between "key respondents" and a "representative sample" of your workforce when you think about the implications of the scores. For example, if the members of your Equity Initiative Committee responded to the Audit questions, you should think about the average scores as representing the perspectives of that committee (rather than representing the perspectives of "everyone" at the organization).

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1.2 Step 1 Tasks
Task 1: Respond to Questions about the Equity of the Employee Resources and Supports System

Employee Resources and Supports System Toolkit Worksheet #2
Equity Audit Questions for the Employee Resources and Supports System

Directions:
The Leader(s) of your Equity Initiative should make copies of the Audit questions below and distribute them to all of the "key respondents" who will help your organization assess the equity of the Employee Resources and Supports System.

Explain to the "key respondents":
1. the purpose of the equity survey,
2. the process you will use and that you will keep their responses confidential/anonymous, and
3. how the results of the survey will be shared.

1. To what extent does your organization have written policies which ensure that employee access to resources and supports is fair?
Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

2. To what extent does your organization have a range of resources and programs that can support the needs of diverse employees?
Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

3. To what extent does your organization audit the fairness of employees' access to resources and supports?
Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

4. To what extent does your organization hold one or more employees (e.g., supervisors; Director of DEI, etc.) accountable for monitoring the fairness of employee access to resources and supports?
Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

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5. To what extent do the actions of your organizational leaders indicate that they believe that there is a connection between the organization's DEI initiatives and employee resources and supports?
Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

6. To what extent does your organization support employee participation in programs such as networks/affinity groups/employee resource groups?
Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

7. To what extent does your organization recognize that different resources and supports may be sought/needed by different groups of employees?
Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

8. To what extent does your organization provide employees with equitable access to information about resources and supports available at the workplace?
Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

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Task 2: Calculate the Means

Directions:

The Leader(s) should collect the answer sheets from all the respondents.

Use Worksheet #3 below to compute the average scores for all of the responses to each item. First add the response scores together, and then divide by the number of people who answered the question to get an average score.

Employee Resources and Supports System Toolkit Worksheet #3
Sample Tally Sheet for Audit Questions

Question	Answer "Score" Respondent #1	Answer "Score" Respondent #2	Etc.	**Sum** Total/Divided by # Respondents to Get Average Score for Your Organization **Keep for Step 2 (Benchmark) and Step 4 (Innovations).**
1. To what extent does your organization have written policies which ensure that employee access to resources and supports is fair?				
2. To what extent does your organization have a range of resources and programs that can support the needs of diverse employees?				
3. To what extent does your organization audit the fairness of employees' access to resources and supports?				
4. To what extent does your organization hold one or more employees (e.g., supervisors; Director of DEI, etc.) accountable for monitoring the fairness of employee access to resources and supports?				
5. To what extent do the actions of your organizational leaders indicate that they believe that there is a connection between the organization's DEI initiatives and employee resources and supports?				
6. To what extent does your organization support employee participation in programs such as networks/affinity groups/employee resource groups?				
7. To what extent does your organization recognize that different resources and supports may be sought/needed by different groups of employees?				
8. To what extent does your organization provide employees with equitable access to information about resources and supports available at the workplace?				

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☞ Go to Step 2 of the Employee Resources and Supports System Toolkit: Benchmark
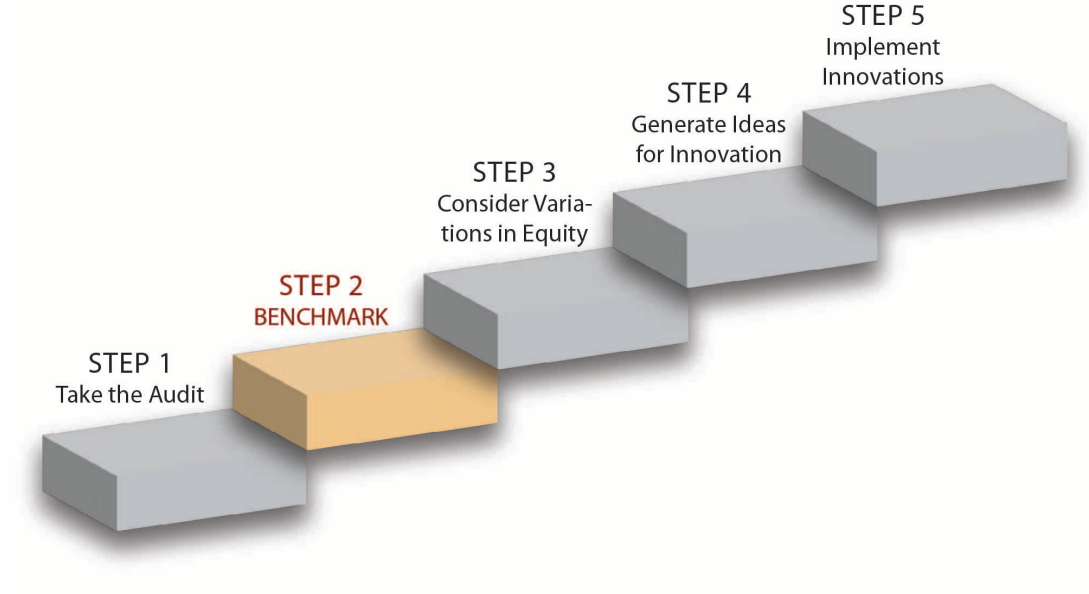
Figure 5: Step 2 of the Employee Resources and Supports System Toolkit