



Informing Progress - Shaping the Future

Diversity, Equity and Inclusion Toolkit

Creating a Diversity, Equity, and Inclusion (DEI) toolkit involves several essential steps:

1. Assess Your Current State:

- Begin by evaluating your organisation's existing DEI practices. Understand where you stand in terms of DEI.
- Understand the makeup of your business. What is the representation in leadership for areas you determine are priorities, e.g., gender or race.
- Identify gaps, areas of improvement, and any existing challenges.

2. Educate and Engage Leadership:

- Gain buy-in from senior leaders. Explain the business case for DEI and its impact on innovation, employee satisfaction, and overall success.
- Involve leadership in shaping the DEI strategy.

3. Define Your Goals and Objectives:

- Clearly articulate what you want to achieve with your DEI program. Set specific, measurable, achievable, relevant, and time-bound (SMART) goals.
- Consider both short-term wins and long-term impact.

4. Develop Policies and Practices:

- Create policies that promote diversity, equity, and inclusion. Address recruitment, advancement, retention, and talent management.
- Implement practices that ensure fairness, representation, and equal opportunities.

5. Train and Educate Employees:

- Provide DEI training for all employees. Cover topics like unconscious bias, conscious inclusion, microaggressions, and inclusive communication, and what it means to be an anti-racist business.
- Foster a culture of continuous learning and awareness.
- Encourage and support the creation of employee networks/communities reflecting diversity in your firms, who can help celebrate our differences. .

6. Measure and Monitor Progress:

- Establish metrics to track your DEI initiatives. Regularly assess progress toward your goals.
- Use data to inform decision-making and adjust strategies as needed.

Remember, DEI is an ongoing journey