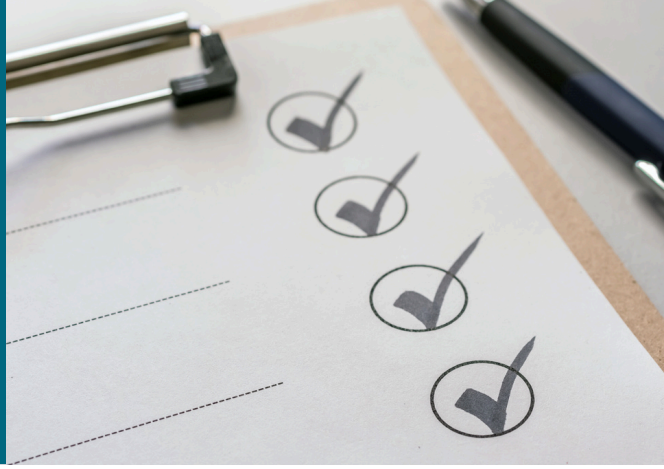
Diversity, Equity & Inclusion Audit Checklist



For years, many employers have endeavored to ensure that DEI is interwoven into the fabric of the organization. In today's environment, however, it is critical for employers to verify that their DEI policies and programs are non-discriminatory. A thorough DEI audit starts with a comprehensive review of all materials that could touch on DEI efforts – whether called "DEI" or another term.

To assist with this process, Constangy has developed a detailed checklist to help identify the types of documents, policies, procedures, etc., that may include references to DEI-related initiatives.

Step 1: Use this checklist to compile all DEI-related materials.

Step 2: Consult with a Constangy attorney who will assess the materials and provide privileged risk mitigation strategies where needed. Constangy attorneys are experienced in evaluating DEI initiatives for compliance with existing laws and can provide the necessary advice and counsel in this area – not only to ensure compliance but also to avoid unnecessary over-reactions.

PRE-EMPLOYMENT DOCUMENTS:

- ✓ Career page
- ✓ Website
- ✓ Application form
- ✓ Job postings
- ✓ Job descriptions
- ✓ Interview templates
- ✓ Posters for applicants
- ✓ Recruitment policy
- ✓ Hiring & selection policy
- ✓ Self-identification forms for applicants
- ✓ Background check protocol

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EMPLOYMENT POLICIES:

- ✓ Handbooks
- ✓ EEO policy
- ✓ DEI policy
- ✓ Diversity statements
- ✓ Self-identification forms for employees
- ✓ Posters for employees
- ✓ Job descriptions
- ✓ Intranet
- ✓ Goal setting based on protected characteristics
- ✓ Employee and management training programs
- ✓ Restroom/facilities policy
- ✓ Compensation policies
- ✓ Promotion/transfer policy
- ✓ Succession planning

EMPLOYEE BENEFITS AND COMMUNICATIONS:

- ✓ Specialized training, fellowships, or mentorship programs
- ✓ Employee resource groups
- ✓ Newsletters
- ✓ Cultural awareness or celebrations

MISCELLANEOUS:

- ✓ History of EEO complaints
- ✓ Employee engagement surveys
- ✓ Community outreach and engagement
- ✓ Philanthropy
- ✓ Apprenticeships
- ✓ Grants
- ✓ Scholarships
- ✓ Annual reports
- ✓ ESG or CSR reports
- ✓ Supplier diversity programs
- ✓ Contracts/requests for proposals

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