

Workplace Culture and Inclusion Assessment

Toolkit 4, Chapter 1 Downloadable Tool CIIS Employer HR Resources



Purpose: Help employers assess inclusive culture, values, trust, daily practices, and leadership influence.

How to use: Complete with HR, managers, or leadership teams. Use notes and action fields to document next steps.

1. Culture Review

Area	What to Review	Current State	Improvement Needed
Inclusion in practice	Are employees included in meetings, decisions, information sharing, and opportunities?	☐ Strong ☐ Developing ☐ Needs attention	
Values and behaviour	Do everyday behaviours reflect stated values?	☐ Strong ☐ Developing ☐ Needs attention	
Trust and safety	Can employees raise questions and concerns safely?	☐ Strong ☐ Developing ☐ Needs attention	
Leadership influence	Do leaders model and reinforce inclusive behaviour?	☐ Strong ☐ Developing ☐ Needs attention	

2. Inclusive Behaviour Checklist

Behaviour	Observed Consistently?	Notes
Respectful listening	☐ Yes ☐ Sometimes ☐ No	
Credit shared fairly	☐ Yes ☐ Sometimes ☐ No	
Names and identities respected	☐ Yes ☐ Sometimes ☐ No	
Meetings include different voices	☐ Yes ☐ Sometimes ☐ No	
Concerns addressed early	☐ Yes ☐ Sometimes ☐ No	

3. Action Planning Notes

Priority Issue	
Action Required	
Owner	
Timeline	
Follow-Up Date	