

Workplace Inclusion Action Plan

Toolkit 4, Chapter 5 Downloadable Tool CIIS Employer HR Resources



Purpose: Help employers measure inclusion, gather feedback, plan improvement, and strengthen accountability.

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

1. Inclusion Measures

Indicator	How Measured	Frequency	Owner
Employee belonging			
Respectful workplace concerns			
Participation in opportunities			
Retention or exit themes			

2. Improvement Plan

Priority	Action	Owner	Timeline	Progress Review

3. Action Planning Notes

Priority Issue	
Action Required	
Owner	
Timeline	
Follow-Up Date	