



DEI Audit Tool

Policies communicate culture, values, and philosophy. Incorporating a diversity, equity and inclusion lens with safety ensures safety professionals communicate what workers can expect, what organizations expect from workers, and what customers and stakeholder can expect from the organizations.

This tool was developed by [ASSP's DEI Task Force](#) to support advancing DEI and safety within organizations.

When to use the tool:

- Review of an existing policy, process, or operation.
- Development of a new policy, process, or operation. The questions can be incorporated throughout the development phase and/or used before launch to serve an audit function.

Who should use this tool:

- Each leader responsible for informing the policy (ex. *operations leaders, functional leaders, organized labor*)
- Each member of the team with primary responsibility for developing and implementing policy (ex. *team leaders*)
- Others who play a support role (ex. *HR, workforce*)
- Others as needed or helpful (ex. *Subject matter expert(s) who has relevant experience or perspective*)

Audit Questions

Project Name:	
1. How were multiple perspectives included in development?	<i>Ex. We benchmarked best-practices for organizations and engaged a cross-functional team of members.</i>
2. Who is represented in this and who is not?	<i>Ex. highly engaged leaders while average workforce not as much; women represented while people with disabilities are not.</i>
3. What barriers to access (geographic, technological, financial, physical, social) does this address or create?	<i>Ex. Policies might create barriers for individuals with diverse backgrounds or diverse cultural norms.</i>
4. How does a DEI lens contribute to achieving a safer workforce and our strategic and operational plan?	<i>Ex. Bringing together, listening to and incorporating a wide range of perspectives makes us stronger and creates safer workplaces.</i>
What might this look like? <i>Procurement is responsible for securing PPE. Safety has influence in the purchasing process but is given limits that impact cost and vendor that prohibit securing the right PPE for everyone.</i>	
<i>HR sets review cycles for employees that inform promotions and wage increases. What psychological impact could be created when a worker steps out of the workforce to care for a family member and misses opportunity for wage increase or earnings?</i>	
List recommendations for adjustments to this policy based on this audit. <i>Adjust procurement process to include audit findings.</i>	
<i>Adjust policy to wage equity considering impact to engagement and turnover.</i>	

