

INCREASING EQUITY AT THE WORKPLACE

SEPARATION SYSTEM TOOLKIT



**STEP 1:
TAKE THE AUDIT**



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Questions?

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1.0 Introduction

Step 1 engages your organization in an audit to assess the equity of your Separation System.

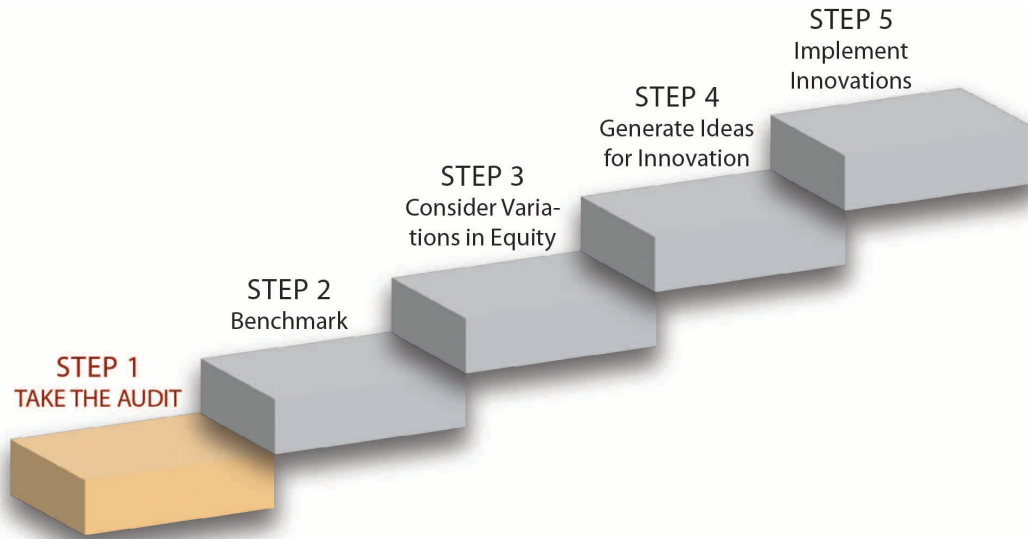


Figure 4: Step 1 of the Separation System Toolkit

1.1 Roles and Responsibilities

The Leaders(s) of your Equity Initiative will decide who will be invited to respond to the Audit survey.

We consider the people who answer the Audit questions about the equity of the Separation System to be “key respondents.” These are people who have some special insights about the equity of separations at your organization.

Some options include:

1. members of your Equity Initiative Committee,
2. people with responsibilities for different aspects of your Separation System, including HR experts and managers, and
3. employees

The group of people you invite to complete the Audit (that is, the key respondents) are not likely to be representative of your workforce overall. Most organizations will **not** ask a representative sample of their workforce to respond to the Audit because many employees may have only limited experience with and/or knowledge about the Separation System.

It is important to remember the difference between “key respondents” and a “representative sample” of your workforce when you think about the implications of the scores. For example, if the members of your Equity Initiative Committee responded to the Audit questions, you should think about the average scores as representing the perspectives of that committee (rather than representing the perspectives of “everyone” at the organization).

1.2 Step 1 Tasks

Task 1: Respond to Questions about the Equity of the Separation System

Separation System Toolkit Worksheet #2 Equity Audit Questions for the Separation System

Directions:

The Leader(s) of your Equity Initiative should make copies of the Audit questions below and distribute them to all of the “key respondents” who will help your organization assess the equity of the Separation System.

Explain to the “key respondents”:

1. the purpose of the equity survey,
2. the process you will use and that you will keep their responses confidential/anonymous, and
3. how the results of the survey will be shared.

1. To what extent does your organization have written policies which ensure that decisions such as furloughs, lay-offs, and terminations are fair, without regard to employees’ demographic or social identities? Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

2. To what extent has your organization adopted practices that enable employees who have been terminated to request an inquiry about the decision? Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

3. To what extent has your organization adopted practices, such as exit interviews, that give employees opportunities to discuss possible concerns about connections between their separation and inequities? Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4

4. To what extent does your organization routinely conduct audits to gain insight about the equity of separations? Circle your answer.

Not at All		To a Limited Extent		To Some Extent		To a Great Extent
1	1.5	2	2.5	3	3.5	4



5. To what extent does your organization hold one or more employees (e.g., supervisors; Director of DEI, etc.) accountable for monitoring possible fairness of separations? Circle your answer.


Not at All	To a Limited Extent		To Some Extent		To a Great Extent	
1	1.5	2	2.5	3	3.5	4

6. To what extent do the actions of your organizational leaders indicate that they believe that there is a connection between the organization's DEI initiatives and the fairness of systems established for separation? Circle your answer.

Not at All	To a Limited Extent		To Some Extent		To a Great Extent	
1	1.5	2	2.5	3	3.5	4

7. To what extent does your organization provide employees with equitable access to information pertaining to their separation? Circle your answer.

Not at All	To a Limited Extent		To Some Extent		To a Great Extent	
1	1.5	2	2.5	3	3.5	4

Continue to next page 



Task 2: Calculate the Means

Directions:

The Leader(s) should collect the answer sheets from all the respondents.

Use Worksheet #3 below to compute the average scores for all of the responses to each item. First add the response scores together, and then divide by the number of people who answered the question to get an average score.

Separation System Toolkit Worksheet #3 Sample Tally Sheet for Audit Questions

Question	Answer "Score" Respondent #1	Answer "Score" Respondent #2	Etc.	Sum Total/Divided by # Respondents to Get Average Score for Your Organiza- tion Keep for Step 2 (Benchmark) and Step 4 (Innovations).
1. To what extent does your organization have written policies which ensure that decisions such as furloughs, lay-offs, and terminations are fair, without regard to employees' demographic or social identities??				
2. To what extent has your organization adopted practices that enable employees who have been terminated to request an inquiry about the decision?				
3. To what extent has your organization adopted practices, such as exit interviews, that give employees opportunities to discuss possible concerns about connections between their separation and inequities?				
4. To what extent does your organization routinely conduct audits to gain insight about the equity of separations?				
5. To what extent does your organization hold one or more employees (e.g., supervisors; Director of DEI, etc.) accountable for monitoring possible fairness of separations?				
6. To what extent does your organization hold one or more employees (e.g., supervisors; Director of DEI, etc.) accountable for monitoring possible fairness of separations?				
7. To what extent does your organization provide employees with equitable access to information pertaining to their separation?				



 **Go to Step 2 of the Separation System Toolkit: Benchmark**

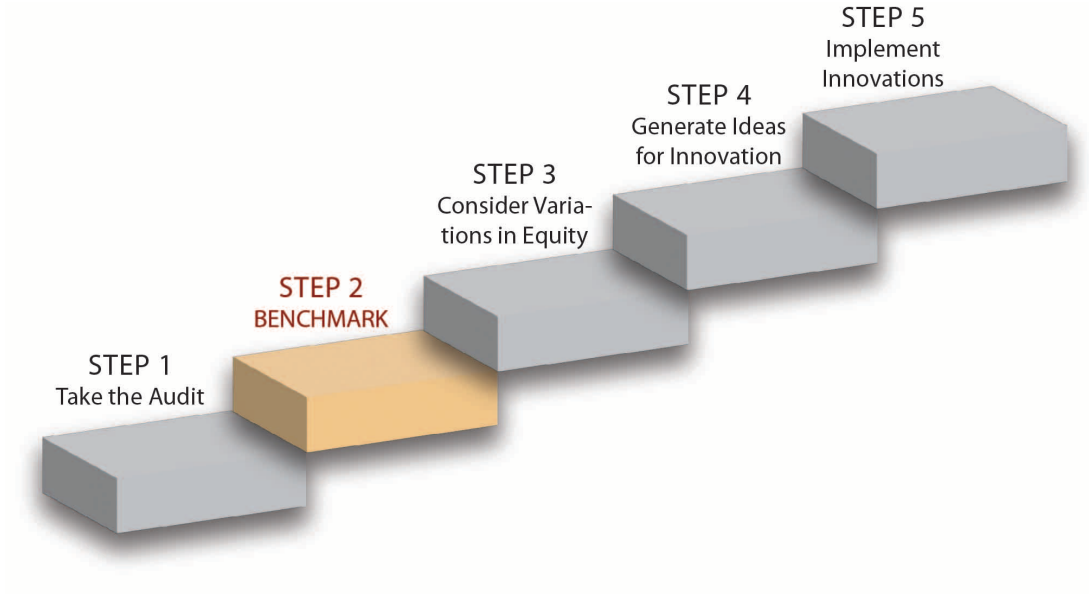


Figure 5: Step 2 of the Separation System Toolkit