

# INCREASING EQUITY AT THE WORKPLACE

SEPARATION SYSTEM TOOLKIT



**STEP 2:  
BENCHMARK**



**BOSTON COLLEGE**

School of Social Work

WORK EQUITY

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**Work Equity** is an initiative of the Center for Social Innovation at the Boston College School of Social Work.  
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Questions?

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**Work Equity** is grateful for funding received from WorkRise for the National Study of Workplace Equity. We are also appreciative of our partnership with SHRM and its support of this study. To read more about this study, go to: <https://www.bc.edu/content/bc-web/schools/ssw/sites/center-for-social-innovation/projects/the-national-study-of-workplace-equity.html>



## 2.0 Introduction

Step 2 enables your organization to benchmark your responses to the Audit of your Separation System (completed in Step 1) against the findings of the National Study of Workplace Equity<sup>1</sup>.

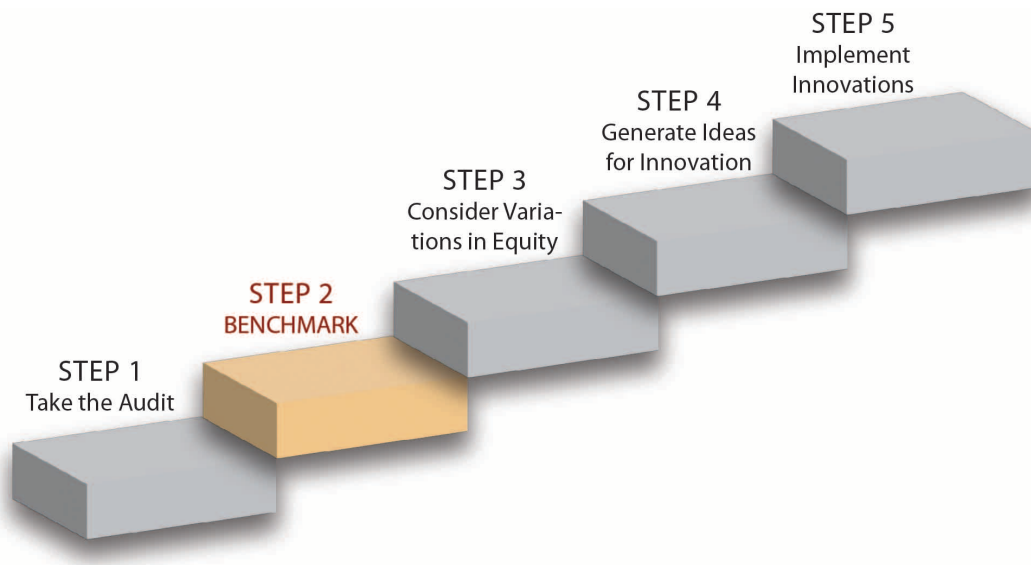



Figure 6: Step 2 of the Separation System Toolkit

### 2.1 Roles and Responsibilities

The Leader(s) of your Separation System Equity Initiative should assume responsibility for Task 1 (recording the average scores pertaining to the Audit questions) and Task 2 (comparing your organization's average scores to the dataset of the National Study of Workplace Equity).

The Equity Initiative Committee can meet and discuss the implications of the benchmarking results.

### 2.2 Step 2 Tasks

Continue to next page 

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## Task 1: Compare Your Organization's Average Scores on the Equity Audit to the National Study of Workplace Equity

### Separation System Toolkit Worksheet #4 Your Organization's Average Audit Scores

#### Directions:

In the right-hand column, your Leader(s) should record the information from Worksheet #3 that you completed in Step 1 of this Toolkit.

You will use the average scores from this Worksheet #4 to complete Worksheet #5 below.

	Your Organization's Average Scores  From Worksheet #3 (scores ranging from 1.0 to 4.0)
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 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?	
7. To what extent does your organization provide employees with equitable access to information pertaining to their separation?	



### Task 2: Benchmark

**Directions:**

The Leader(s) of your Equity Initiative should record your organization’s average scores (from Worksheet #4 above) on the graph below so that you can compare your score to the averages from the National Study of Workplace Equity.

## Separation System Toolkit Worksheet #5 Compare Your Organization’s Average Scores to the National Averages

Go to Page 6 for Worksheet #5 

The members of your Equity Initiative Committee should discuss the **strengths** of the equity of your Separation System in comparison to the scores from the National Study of Workplace Equity. The leader(s) of your Equity Initiative can record key observations made by committee members below.

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The members of your Equity Initiative Committee should discuss the **weaknesses** of the equity of your Separation System in comparison to the scores from the National Study of Workplace Equity. The leader(s) of your Equity Initiative can record key observations made by committee members below.

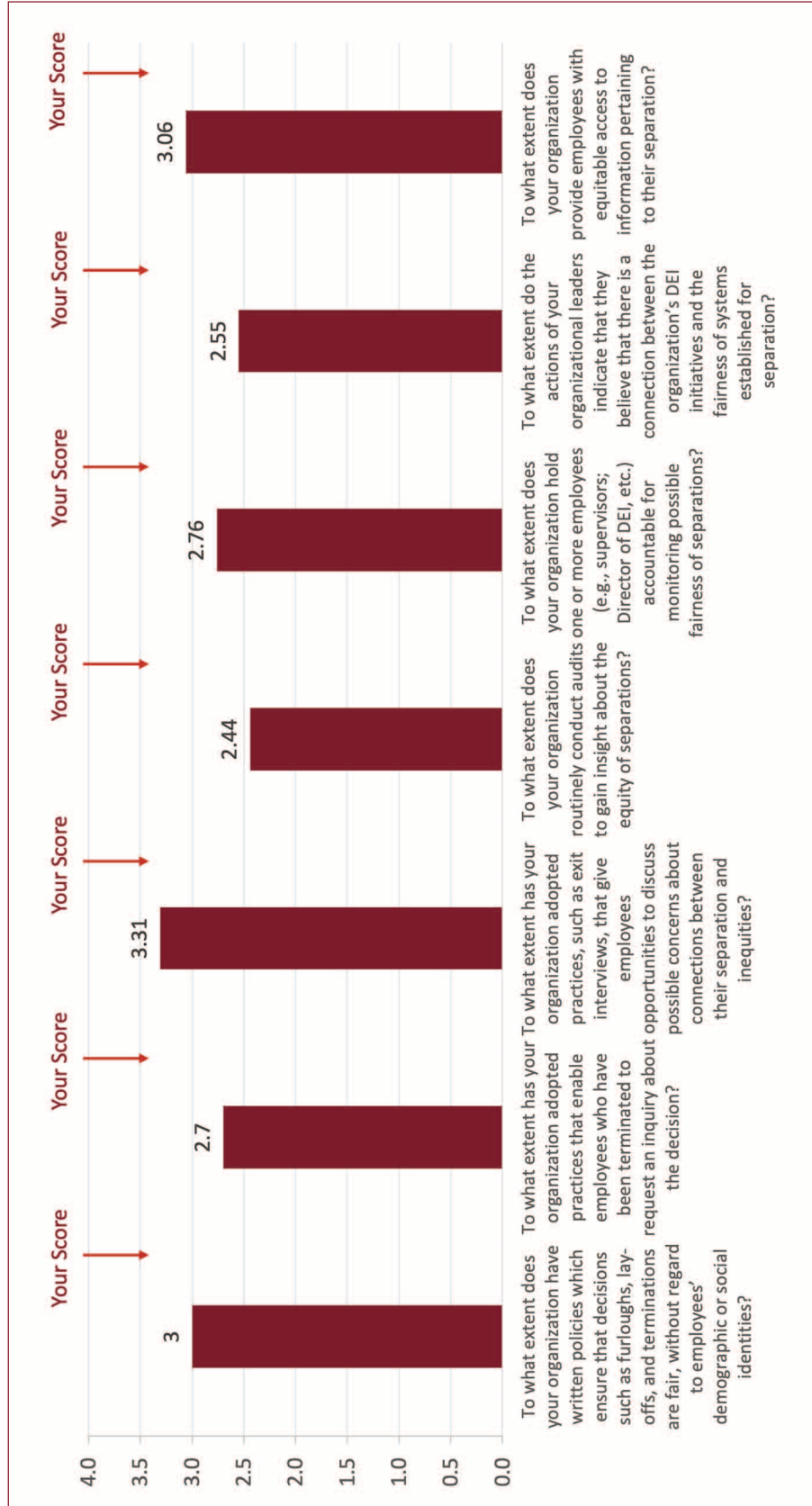
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## Separation System Toolkit Worksheet # 5

### Compare Your Organization's Average Scores to the National Averages



Our analyses of the data from the National Study of Workplace Equity indicate that organizations with fewer than 500 employees are:

- **less** likely to have written policies which ensure that decisions such as furloughs, lay-offs, and terminations are fair, without regard to employees' demographic or social identities, and
- **less** likely to have adopted practices that enable employees who have been terminated to request an inquiry about the decision.



The members of your Equity Initiative Committee can discuss implications that the **size of your workforce** has for your Separation System. The Leader(s) of your Equity Initiative can record key observations made by committee members below.

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 **Go to Step 3 of the Separation System Toolkit: Consider Variations in Equity**

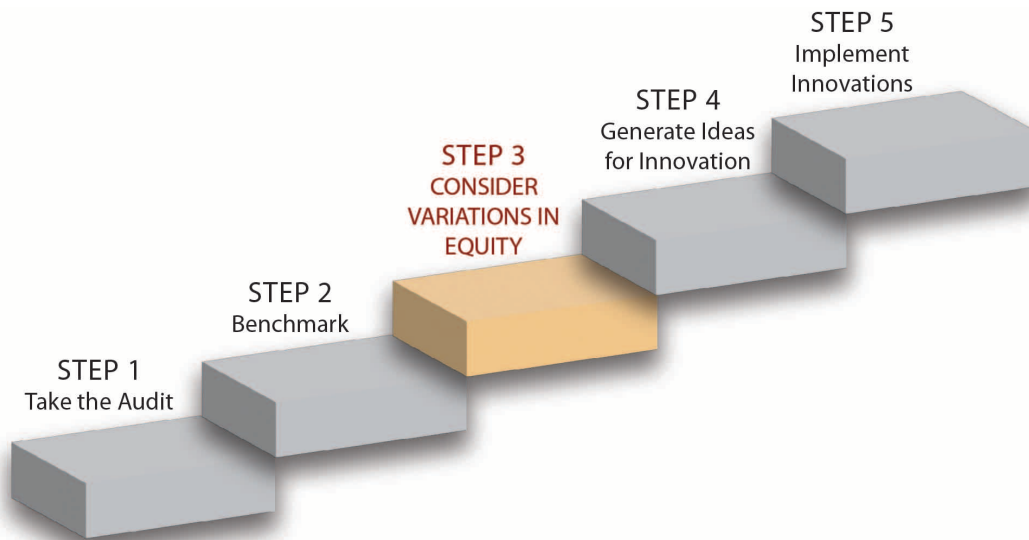


Figure 7: Step 3 of the Separation System Toolkit