

DIVERSITY AND EQUAL EMPLOYMENT OPPORTUNITY— INFORMATION GATHERING

Developing and implementing workforce programs to maximize employment of productive people with different characteristics, qualifications, and talents while recognizing the legal requirements and social responsibilities of equal treatment for all employees and the actions necessary to ensure those requirements are met.

_____ 1. Is there an individual within the human resources department accountable for ensuring the Organization fulfills all equal employment laws and regulations?

_____ Yes _____ No

_____ 2. Does the Organization have an equal employment opportunity policy?

_____ Yes _____ No

_____ 3. If your answer to the previous question was yes, is that policy in writing?

_____ Yes _____ No

_____ 4. If your answer to Question 2 was yes, has that policy been distributed or communicated to all employees?

_____ Yes _____ No

_____ 5. Have all supervisors and managers been trained in the proper implementation of the Organization's equal employment opportunity policy?

_____ Yes _____ No

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- _____ 6. Does the Organization have a grievance procedure for employees to redress perceived violations of the Organization's equal employment opportunity policy?
- _____ Yes _____ No
- _____ 7. If your answer to the previous question was yes, is that procedure in writing?
- _____ Yes _____ No
- _____ 8. If your answer to Question 6 was yes, has the equal employment opportunity policy been communicated to all employees?
- _____ Yes _____ No
- _____ 9. Have all supervisors and managers been trained in the proper implementation of the Organization's equal employment grievance procedure?
- _____ Yes _____ No
- _____ 10. Are employee equal opportunity employment grievances researched to obtain the facts of the situation?
- _____ Yes _____ No
- _____ 11. If your answer to the previous question was yes, are the results of such research communicated to the grieving employee?
- _____ Yes _____ No
- _____ 12. Does the employee have the ability to appeal a determination regarding her or his equal employment opportunity grievance?
- _____ Yes _____ No
- _____ 13. Are equal employment opportunity grieving employees ensured of no retribution for filing a grievance?
- _____ Yes _____ No

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- _____ 14. Does the Organization have a sexual harassment policy?
_____ Yes _____ No
- _____ 15. If your answer to the previous question was yes, is that policy in writing?
_____ Yes _____ No
- _____ 16. If your answer to Question 14 was yes, has that policy been distributed or communicated to all employees?
_____ Yes _____ No
- _____ 17. Have all supervisors and managers been trained in the proper implementation of the Organization's sexual harassment policy?
_____ Yes _____ No
- _____ 18. Does the Organization have a procedure for employees to redress perceived violations of the Organization's sexual harassment policy?
_____ Yes _____ No
- _____ 19. If your answer to the previous question was yes, is that procedure in writing?
_____ Yes _____ No
- _____ 20. If your answer to Question 18 was yes, has that procedure been communicated to all employees?
_____ Yes _____ No
- _____ 21. Have all supervisors and managers been trained in the proper implementation of the Organization's sexual harassment grievance procedure?
_____ Yes _____ No

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- _____ 22. Are employee sexual harassment grievances researched to obtain the facts of the situation?
- _____ Yes _____ No
- _____ 23. If your answer to the previous question was yes, are the results of such research communicated to the grieving employee?
- _____ Yes _____ No
- _____ 24. Does the employee have the ability to appeal a determination regarding her or his sexual harassment grievance?
- _____ Yes _____ No
- _____ 25. Are sexual harassment grieving employees ensured of no retribution for filing a grievance?
- _____ Yes _____ No
- _____ 26. Have supervisors and managers been trained in what constitutes sexual harassment?
- _____ Yes _____ No
- _____ 27. Have nonmanagement employees been trained in what constitutes sexual harassment, the Organization's sexual harassment policy, and the grievance procedure?
- _____ Yes _____ No
- _____ 28. Do all of the Organization's advertisements for employment identify the Organization as an equal opportunity employer?
- _____ Yes _____ No
- _____ 29. Have all search firms and employment agencies used by the Organization been informed in writing that the Organization is an equal opportunity employer?
- _____ Yes _____ No

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- _____ 30. Have all required equal opportunity posters been prominently displayed for all employees and candidates to see?
_____ Yes _____ No
- _____ 31. Have all required sexual harassment posters been prominently displayed for all employees and candidates to see?
_____ Yes _____ No
- _____ 32. Have employee opinions on equal employment opportunity and sexual harassment been surveyed separately or as a part of a general employee opinion survey?
_____ Yes _____ No
_____ Do not survey such information
- _____ 33. If your answer to the previous question was yes, how frequently are these surveys conducted? (Check no more than two.)
_____ Every six months
_____ Every year
_____ Every one to two years
_____ Every three or more years
_____ When requested
_____ Never
- _____ 34. Are employment statistics regularly reviewed to determine if there are any areas of seemingly unequal treatment?
_____ Yes _____ No
- _____ 35. Have all selection devices (tests, interviews, etc.) been reviewed to ensure they are job-related, valid, and nondiscriminatory?
_____ Yes _____ No _____ Not applicable

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- _____ 36. Has the employment application form been reviewed to ensure it is job-related, valid, legal, and nondiscriminatory?
- _____ Yes _____ No
- _____ 37. Are employee transfer, assignment, demotion, termination, and promotion decisions reviewed to ensure they are nondiscriminatory?
- _____ Yes _____ No
- _____ 38. Are reports on compliance with equal employment and sexual harassment policies and grievance procedures regularly supplied to senior managers of the Organization?
- _____ Yes _____ No
- _____ 39. Does the Organization accommodate disadvantaged and/or disabled people whenever possible?
- _____ Yes _____ No
- _____ 40. Do the Organization's facilities meet requirements for disadvantaged employees and visitors?
- _____ Yes _____ No
- _____ 41. Does the Organization have continuous access to internal and/or external legal counsel for sexual harassment and equal employment compliance? (Check just one.)
- _____ External legal counsel
- _____ Internal legal counsel
- _____ Both _____ Neither
- _____ 42. Is the legal counsel utilized for sexual harassment and equal employment compliance a specialist in these areas?
- _____ Yes _____ No

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- _____ 43. On a scale of one to nine (one being low, five being typical, and nine being high), how do you think the human resources department has performed in this category? _____
- _____ 44. On a scale of one to nine (one being low, five being typical, and nine being high), how do you think employees of the human resources department feel the human resources department has performed in this category? _____
- _____ 45. On a scale of one to nine (one being low, five being typical, and nine being high), how do you think the clients of the human resources department within the Organization feel the human resources department has performed in this category? _____