

Diversity (D)	Inclusion (I)
1. Is Diversity a defined goal and/or a core value for the organization?	1. Is Inclusion a defined goal and/or a core value for the organization?
2. Does the organization have clearly defined and documented policies/procedures/practices that reflect the propensity for hiring and maintaining a diverse workforce?	2. Does the organization have clearly defined and documented policies/procedures/practices that reflect deliberate inclusion of a diverse workforce in all its business activities/processes?
3. Is the organization using the principle of Diversity in terms of building, strengthening and promoting a robust 'Employer' brand?	3. Is the organization using the principle of Inclusion in terms of building, strengthening and promoting a robust 'Employer' brand?
4. Have the internal/external recruiters received sensitivity training?	4. Are the relevant functions actively engaged in providing judicious opportunities for Inclusion of a diverse workforce?
5. Are the recruiters actively engaged in hiring a diverse workforce?	5. Do employees from diverse backgrounds generally express contentment with the element of 'Organizational Justice' in terms of Inclusion?
6. Does the talent pool generally reflect an accommodation for Diversity in terms of hiring the desired talent?	6. Does the employee orientation during induction clarify 'Inclusion' for employees from diverse backgrounds?
7. Does employee orientation during induction include significant coverage on Diversity?	7. Are clearly defined and documented organizational policies/procedures/practices available for planning and deploying 'Inclusion' for a diverse workforce?
8. Are there clearly defined and documented organizational policies/procedures/practices pertaining to protecting the rights of a diverse workforce?	8. Is there strict adherence to the applicable laws, rules and regulations on Inclusion?
9. Is there strict adherence to the applicable laws, rules and regulations on Diversity?	9. Is awareness training mandatory for all employees on Inclusion?
10. Is sensitivity training mandatory for all employees on Diversity?	10. Are trainings/workshops mandatory for the development of future leaders on various aspects of Inclusion?
11. Are trainings/workshops mandatory for the development of future leaders on various aspects of Diversity?	11. Are employees from diverse backgrounds given equal access to learning and development opportunities for strengthening their professional credentials and gaining the necessary grooming for leadership positions?

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12. Do the performance appraisals include a focus on the ability of an employee to sustain healthy working relationship with peers from a diverse background?	12. Are workshops/programs designed to foster Inclusion in the workplace a regular feature of the annual training plan?
13. Does the senior management reflect a healthy proportion of Diversity in numbers?	13. Are the succession plans designed to ensure and assure Inclusion of potential successors from diverse backgrounds within the talent pipelines?
14. Does the senior/top management communicate the significance of Diversity in open forums?	14. Do the performance appraisals include a focus on the ability of a supervisor to ensure and assure significant Inclusion for their team members from a diverse background in various activities/assignments, especially, of a high-profile nature?
15. Are cultural events/programs a regular feature in the social calendar of the organization?	15. Does the senior/top management prioritize Inclusion in developing and deploying business strategies?
16. Are there visual signs of respecting observance and/or celebration of religious occasions within the organization?	16. Does the senior/top management communicate the significance of Inclusion in open forums?
17. Does the organization grant leave to employees from diverse backgrounds in case of a cultural/religious occasion?	17. Is encouragement given to employees from diverse backgrounds to engage their peers in celebrations of cultural events?
18. Is formal communication done through various mediums for inculcating the significance of Diversity at all levels of the organization?	18. Does the organization grant leave for peers to attend the cultural festivities of a colleague(s)?
19. Are informal channels of communication used to ingrain the significance of Diversity at all levels of the organization?	19. Is formal communication done through various mediums for inculcating the significance of Inclusion at all levels of the organization?
20. Are 'influential' employees actively sought as facilitators in advocating and promoting the virtues of Diversity within the organization as a buffer against rumors/grapevine?	20. Are informal channels of communication used to ingrain the significance of Inclusion at all levels of the organization?
21. Are periodic surveys done to gauge the effectiveness of Diversity initiatives within the organization?	21. Are 'influential' employees actively sought as facilitators in advocating and promoting the virtues of Inclusion within the organization as a buffer against rumors/grapevine?

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22. Do the employees from diverse backgrounds have a voice in establishing, developing, deploying, promoting, reviewing and improving Diversity initiatives?	22. Are periodic surveys done to gauge the effectiveness of Inclusion initiatives within the organization?
23. Is there periodic benchmarking done with other organizations on Diversity issues?	23. Do the employees from diverse backgrounds have a voice in establishing, developing, deploying, promoting, reviewing and improving Inclusion initiatives?
24. Is there a knowledge bank/resource base within the organization that can be sourced by any employee wishing to enhance their awareness on Diversity?	24. Is there periodic benchmarking done with other organizations on Inclusion issues?
25. Is there any assistance available for employees to address grievances on Diversity issues?	25. Is there a knowledge bank/resource base within the organization that can be sourced by any employee wishing to enhance their awareness on Inclusion?
26. Are 'Best Practices' actively sought through various sources for enhancing the effectiveness of Diversity initiatives?	26. Is there any assistance available for employees to address grievances on Inclusion issues?
27. Are customized solutions on Diversity developed and deployed to strengthen the unique work environment of the organization?	27. Are 'Best Practices' actively sought through various sources for enhancing the effectiveness of Inclusion initiatives?
28. Does Diversity figure prominently in terms of the organization's engagement with the external community for Corporate Social Responsibility (CSR) Initiatives?	28. Are customized solutions on Inclusion developed and deployed to strengthen the unique work environment of the organization?
29. Are disciplinary issues pertaining to Diversity effectively managed?	29. Are disciplinary issues pertaining to Inclusion effectively managed?
30. Are exit interviews done with departing employees to gauge the effectiveness of Diversity initiatives?	30. Are exit interviews done with departing employees to gauge the effectiveness of Inclusion initiatives?