

# Inclusive Audit questions to Consider

	Seniors	LGBTQ+	Indigenous	Disabilities	Newcomers	Mental Health Concerns
<b>Physical Considerations</b>	Is your space accessible for staff with potentially limited or fluctuating physical mobility? Are bathroom facilities in a location where people are isolated and vulnerable?	Are bathroom facilities in a location where people are isolated and vulnerable?  If your workplace includes change rooms, how safe are they for gender diverse people?	Does your workplace have space for prayer and smudging?	Are facilities accessible to different physical abilities?	Does your workplace have space for prayer?	Does company policy include mental health days in sick leave policy?
<b>Literacy Access</b>	Does signage in your workplace include universal images (e.g., a toilet image for washrooms)? Are your hiring practices unnecessarily discriminatory toward low literacy levels? Do you have plain language versions of key workplace policies and safety information for staff?					
<b>Cultural Inclusion</b>	Do activities planned ensure that all generations, despite culture or age, feel included? Is information posted so that it is visible and easy to read for everyone (e.g., not using fine print, and using terminology that is plain English)?	Does signage and graphics used in workplace potentially exclude gender and sexually diverse community members and staff? (men's room icon, women's room icon, images of opposite sex couples only)			Does the workplace have prayer times, signage and policies in pertinent language, access to translation services, time off for important cultural celebrations?	
<b>Gender Inclusion</b>		Are bathrooms safe and accessible? Do workplace policies reflect a person's rights to access the appropriate washroom?				
<b>Financial Access</b>	Are there equal opportunities for all employees, despite their financial position (e.g., Are there promotions or other opportunities tied to employees having a vehicle, being able to move, living close to the worksite)?					
<b>Cognitive Inclusion</b>	Are those with cognitive abilities given equal opportunities, whether it be on different jobs, working groups, committees, etc.?					
<b>Social Inclusion</b>	Do we think staff feel respected, included, valued, and heard? Can staff discuss concerns without fearing for their jobs? Are staff invited routinely to discuss concerns, or needs for accommodation? Do you have a process laid out for staff, so they know what avenues they have for discussing their concerns? Do they have regular meetings or opportunities for meetings with a supervisor or manager to discuss concerns in a safe environment?					
<b>Transportation</b>	Does the workplace demand that applicants have a valid drivers' license, reliable transportation, or some other similar demand put the job out of reach for anyone with physical, cognitive, sensory, mental health, or financial barriers to vehicle ownership or a drivers' license?					