

ONBOARDING - INCLUSION AND DIVERSITY QUESTIONNAIRE

Please think about your needs and your work area - are there any alterations we can make for you that would make the workplace more accessible or comfortable?

Is there anything you would like us to know about your cultural or linguistic background? Would you like us to share this information with other staff?

Do you observe any cultural or religious holidays or practices you would like us to know about? Is there anything we can do to support you with this? Would you like us to share this information with other staff?

Are there any significant cultural or religious events you would like us to celebrate in the workplace? How can we do this effectively and how would you like us to involve other staff?

Is there any further information you would like us to know about you, your culture, religion, gender, sexuality or ability? What can we do to make you feel welcome and accepted in the workplace?

What can we do in the workplace to provide an optimal environment for you to thrive?

Another way to understand if your workplace is inclusive is to ask existing staff if they feel accepted by the organisation and their peers. This will also help you to understand if you could have done a better job during onboarding to understand and cater for people's needs. Consider providing a scale for people when answering the below questions, to understand the maturity of your inclusive practices and where there is room for improvement.

	Strongly Disagree	Disagree	Neutral	Agree	Strongly Agree
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Did you feel the onboarding process was inclusive?

Did the onboarding process encourage you to share any personal information you wanted the organisation or your colleagues to know about you?

Did you feel comfortable disclosing information about your needs, gender, sexuality, abilities, heritage, or background with the organisation?

Do you feel the workplace has a culture that caters for your needs?

Do you feel the workplace embraces and celebrates your diversity?

Do you feel like you are given opportunities to celebrate the diversity of others?

What could the organisation do to be more inclusive?

Do you have any other feedback or suggestions for improvement?