**Diversity and Inclusion Worksheet**

**Student Name:**

**Instructions:** Inventory how your agency works toward policies promoting diversity and inclusion by exploring the key indicators below. Use “Yes” or “No” in the “Implemented” column to indicate the existence of such a policy at your agency.

If you answer “Yes,” identify the policy in the righthand column. Then, reflect on what you have learned and answer the analysis questions in Part 2. Note that organizations address these types of policies in different ways and as a result of different influences.

This Assignment is meant to facilitate greater learning about your agency and the context in which it works. The Assignment is not meant to judge the organization’s commitment to diversity and inclusion.

**Part 1: Policy Inventory**

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| **Policy to Promote Diversity and Inclusion** | **Has this policy been implemented in the agency?** | **If “Yes,” identify the policy.** |
| Diversity and inclusion training for supervisory staff | yes |  |
| Diversity and/or diverse populations included in the organization’s mission, vision, and values | yes |  |
| Creation of affinity groups (e.g., working parents, people of color, women) | yes |  |
| Diversity in hiring and advancement practices | yes |  |
| Policies to address discrimination in the organization | yes |  |
| Diversity emphasized in the orientation and training of new employees | yes |  |
| One or more employee roles that include diversity and inclusion as job functions | yes |  |
| Multilingual employees who can work with clients whose English is limited | yes |  |
| Professional development and/or mentoring to support employees with diverse backgrounds | yes |  |

Adapted from Cano, M. (2020). Diversity and inclusion in social service organizations: Implications for community partnerships and social work education. *Journal of Social Work Education, 56*(1), 105–114. <https://doi.org.10.1080/10437797.2019.1656577>

**Part 2: Analysis Questions**

* How do agency initiatives connect to practice behaviors around diversity and to social work values?

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* After reviewing how policies promoting diversity and inclusion are applied at your agency, answer the following:
  + What work do you notice at the agency related to diversity and inclusion that is not covered in the inventory, or that is not listed in agency policies?
  + What are the gaps at the agency, and how might they be closed? (For example, who or what is missing? How is power distributed? What opportunities do you see for training and professional development surrounding diversity and inclusion?)

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