EQUITY CHECKLIST

GENERATE A MORE INCLUSIVE WORKPLACE FOR WOMEN, TRANS, AND NONBINARY TECH PROFESSIONALS BY CHECKING YOUR WAY THROUGH THIS LIST OF TASKS ACCOMPANIED BY RECOMMENDED RESOURCES AND ARTICLES.

**LEADERSHIP COMMITMENT**

- Reiterate the commitment to inclusion for women, trans, and nonbinary professionals in company-wide communications through the next team-wide email
- Share personal reflections on inclusion training and its importance with executive leadership
- Encourage open dialogues about inclusion towards women, trans, and nonbinary leaders during your next team meeting

**REVIEW AND ASSESSMENT**

- Assess current diversity metrics and representation at all levels
- Identify areas of improvement and potential challenges
- Analyze workplace policies and practices for potential biases

**FEEDBACK GATHERING**

- Conduct anonymous employee experience surveys
- Create a safe space for individuals to share experiences and suggestions

**ACTION PLANNING**

- Set up focus groups to delve deeper into specific concerns
- Establish a dedicated Equity & Inclusion for women, trans, and nonbinary professional task force or committee
- Develop an action plan with specific goals, timelines, and responsible parties
- Ensure alignment between equity & inclusion efforts and broader company strategies
EQUITY CHECKLIST

EDUCATIONAL INITIATIVES
- Provide ongoing training on unconscious bias and microaggressions
- Offer resources for continuous learning, such as articles, webinars, and podcasts
- Read + Share Harvard Business Review's Creating a Trans-Inclusive Workplace

MENTORSHP + SPONSORSHIP
- Implement mentorship programs for underrepresented employees
- Encourage leaders to actively sponsor team members who identify with marginalized groups

TRANSPARENT COMMUNICATION
- Regularly communicate updates on equity + inclusion initiatives and progress to your supervisor or accountability partner
- Share success stories highlighting the positive impact of inclusion efforts (with the support of your review and assessment practices above)

RECRUITMENT + HIRING
- Review job descriptions for gender-neutral language and inclusive criteria
- Partner with Florida-based organizations focused on diversity in tech for recruitment like TransSOCIAL
- Implement blind resume screening and standardized interview questions.
- Read + Share AnitaB.org's The Current State Of Black Women And Nonbinary Technologists

INCLUSIVE POLICIES
- Audit company policies for potential bias and gender inclusivity
- Implement policies supporting work-life balance and flexible work arrangements
- Read + Share Forbes' 9 Policies That Can Increase Representation Of Black, Latina, And Native Women In Tech
EQUITY CHECKLIST

RESOURCE ALLOCATION

- Allocate budget for Diversity, Equity, Inclusion, Belonging initiatives, training, and events
- Support employee resource groups (ERGs) for women, trans, and nonbinary professionals

REPRESENTATION IN LEADERSHIP

- Set targets for increasing representation in leadership positions
- Develop leadership development programs for diverse talent
- Read + Share TechCrunch’s [How Generation Z Females Could Be The Answer To Tech’s Gender Diversity Problem](#)

PARTNERSHIPS + COLLABORATIONS

- Participate in industry events focused on diversity and inclusion
- Collaborate with external organizations and experts in Diversity, Equity, Inclusion, and Belonging, like MMG Earth, SEAM Solutions Group, TransSOCIAL, FutureMap, or Equality Florida
- Read + Share McKinsey & Company’s [Diversity Wins: How Inclusion Matters](#)

REMEMBER THAT THIS GUIDE AND ACCOMPANYING RESOURCES ARE DESIGNED TO SUPPORT YOUR EFFORTS IN CREATING AN INCLUSIVE WORKPLACE, AND ADAPTING THEM TO YOUR COMPANY’S SPECIFIC NEEDS AND CULTURE WILL YIELD THE BEST RESULTS.

IF YOU NEED SUPPORT IMPLEMENTING THESE STRATEGIES OR CONNECTING WITH LIKEMINDED LEADERS REACH OUT TO:

- [WWW.RADICAL.PARTNERS](#)
- [INFO@RADICALPARTNERS.NET](#)
- [SECONDMUSE.COM](#)
- [HELLO@SECONDMUSE.COM](#)