

DIVERSITY TOOLKIT FOR SME'S

Diversity Module Self Assessment



MODULE: SELF ASSESSMENT

This module helps SMEs evaluate their current position regarding diversity and inclusion.

QUICK-CHECK: DIVERSITY READINESS

Answer the following questions to assess your current diversity practices:

- Do we currently employ individuals from diverse cultural or ethnic backgrounds?
- Is diversity mentioned in our company mission or values?
- Do we actively seek to hire international professionals?
- Have we provided training on unconscious bias or intercultural competence?
- Do we have internal contact persons for international employees?
- Are onboarding processes adapted to support newcomers from abroad?
- Do we offer support for language learning at the workplace?
- Do we collect feedback from employees regarding inclusion and belonging?

CHECKLIST: ARE WE INCLUSIVE?

Use this checklist to identify inclusive elements in your company policies and processes:

- ☐ Inclusive wording in job postings
- ☐ Multilingual materials for new employees
- ☐ Celebration of cultural events and diversity days
- ☐ Anonymous application processes to reduce bias
- ☐ Flexible religious or cultural holiday arrangements
- ☐ Accessibility in the workplace (language, physical access)
- ☐ Mentoring or buddy system for new employees
- ☐ Diversity data collected and reviewed regularly

DIVERSITY MATURITY SCORECARD

Evaluate your company's maturity level based on the number of checked items above:

0

4

checks: Getting Started

You are at the beginning of your diversity journey. Start by raising awareness and identifying quick wins.

5

7

checks: Progressing

You have implemented some inclusive practices. Focus now on structure, training, and deeper engagement.

8

12

checks: Advanced

Your company is well on its way to being an inclusive workplace. Strengthen sustainability and share your practices with others.



Co-funded by
the European Union



2023-1-DE02-KA210-VET-000166687

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