



## Organizational Inclusiveness Assessment

Welcome and thank you for your participation!

This is a confidential assessment that is being conducted by *[organization/entity]*. Our organization is conducting this assessment to help inform their ongoing Inclusiveness work.

The Inclusiveness Assessment will ask questions about:

- ❖ Your experiences in the workplace environment
- ❖ Your perception of organizational effectiveness and leadership commitment
- ❖ Your knowledge and views about organizational practices
- ❖ Your personal experiences and satisfaction at *[name of organization]*

Please be candid in your responses! Your responses will be aggregated with everyone else's in your organization. *[Name of organization]* will receive a report on the assessment results, combining the answers of everyone participating in the survey. These results will be used to help assess progress towards your organization's inclusiveness goals.

This assessment concentrates on issues related to race and ethnicity, as this is the focus of The Denver Foundation's Inclusiveness Project. Terms, such as "inclusiveness" and "diversity" will be defined for your reference throughout the survey.

***If you have any questions regarding the administration of the Inclusiveness Assessment, or any other questions or comments, please contact [organization/entity contact]***

I understand that this is a voluntary and confidential survey and that my individual answers will not be shared outside of *[specify parties who will access, manage and analyze data]*.

Yes.

No, I choose not to participate in this confidential survey at this time.

***This instrument was developed in by OMNI Institute and The Denver Foundation's Inclusiveness Project in 2010. Please note that refinement of this instrument is currently in process as of February 2013.***

## I. Respondent Profile

1. What is your position at *[organization's name]*?

- Administrative support staff/personnel  
 Program/service delivery staff/faculty  
 Program Officer/Manager  
 Executive leadership (CEO, COO, CFO/ED/President/Development Director/Chief Fundraiser)  
 Board member  
 Volunteer  
 Other (please specify)

2. How long have you been a paid employee/compensated faculty member, board member or volunteer of *[organization's name]*? Please indicate the number of fully completed years.

- Less than 1 year  
 1 year  
 2 years  
 3 years  
 4 years  
 5 years  
 6 years  
 7 years  
 8 years  
 9 years  
 10 or more years

3. What is your gender?

- Female  
 Male  
 Other (please specify)

4. Please choose from the following categories that best describe your racial/ethnic heritage. (Check all that apply)

- American Indian/Native American or Alaska Native  
 Asian  
 Black/African-American  
 Of Hispanic origin, Latino, or Chicano  
 Native Hawaiian or Pacific Islander  
 White/Caucasian  
 Prefer not to answer  
 Other

5. Before receiving this survey, were you aware that *[organization's name]* has an internal inclusiveness initiative underway?

- Yes  No  Don't know

6. Will you, or do you currently, have a defined role in the internal inclusiveness initiative at *[organization's name]*?

- Yes  No  Don't know

7. Have you participated in activities at *[organization's name]* that address issues of racial-ethnic diversity?

- Yes  No  Don't know

## II. Workplace Environment

\*The term "*diversity*" is used to describe the extent to which people from a wide variety of racial and ethnic groups are represented within the organization.

\*The term "*inclusiveness*" is used to describe the state of valuing and incorporating a wide variety of perspectives and skills held within, among, and across racial and ethnic groups in determining organizational and individual actions.

*Based on your knowledge and experience of [organization's name], how strongly do you agree or disagree with the following statements? Please note that while your own experiences may differ from the experiences of others or the organization as a whole, your personal perceptions about the workplace environment are important to reflect here.*

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know	Does Not Apply
1. Unique or diverse opinions and insights are valued at [organization's name].	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. [organization's name] gives people who work here the opportunity to voice concerns about the work environment without negative consequences.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. [organization's name] supports professional development of the people who work here, regardless of job title or position. <b>*If you are a volunteer, please leave this question blank.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. [organization's name]'s staff is racially/ethnically diverse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. [organization's name]'s clientele/constituency is racially/ethnically diverse.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. [organization's name]'s work environment is welcoming to different racial/ethnic groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. [organization's name] learns from the feedback of its clientele/constituency.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. People who work at [organization's name] show openness to learning about the cultural norms of diverse racial/ethnic groups.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. People who work at [organization's name] are reasonably knowledgeable about the racial/ethnic issues involved in their daily work.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## II. Workplace Environment (...continued)

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know	Does Not Apply
10. [organization's name] uses lessons learned related to race/ethnicity to improve services and programs.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. The culture of [organization's name] encourages open conversation/dialogue about racial/ethnic issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. [organization's name] sets high standards of performance for all people who work here regardless of racial/ethnic background.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. People who work at [organization's name] show interest in taking part in projects and activities that focus on race/ethnicity-related issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
14. Executive leadership at [organization's name] is supportive of projects and activities that focus on race/ethnicity-related issues.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
15. [organization's name] practices the values that it promotes.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

### III. Organizational Effectiveness

*[Organization's name] is effective at...*

	Not Effective	Somewhat Effective	Effective	Very Effective	Don't Know	Does Not Apply
1. ... considering issues of culture and/or race/ethnicity in designing and implementing programs.	<input type="checkbox"/>					
2. ... conducting outreach to diverse racial/ethnic communities in the Greater Denver Area.	<input type="checkbox"/>					
3. ... making services and programs accessible to diverse racial/ethnic communities in the Greater Denver Area.	<input type="checkbox"/>					
4. ... recruiting <b>staff</b> that reflects the racial/ethnic diversity of communities in the Greater Denver Area.	<input type="checkbox"/>					
5. ... <i>retaining</i> a racially/ethnically diverse staff.	<input type="checkbox"/>					
6. ... recruiting <b>board membership</b> that reflects the racial/ethnic diversity of communities in the Greater Denver Area.	<input type="checkbox"/>					
7. ... <i>retaining</i> a racially/ethnically diverse board.	<input type="checkbox"/>					
8. ... attracting <b>volunteers</b> that reflect the racial/ethnic diversity of communities in the Greater Denver Area.	<input type="checkbox"/>					
9. ... <i>retaining</i> a racially/ethnically diverse volunteer base.	<input type="checkbox"/>					
10. ... providing the people who work at <i>[organization's name]</i> with training and resources to work effectively with racially/ethnically diverse populations.	<input type="checkbox"/>					
11. ... collaborating with other agencies that are inclusive and diverse in terms of race/ethnicity.	<input type="checkbox"/>					

## IV. Organizational Practices

How strongly do you agree or disagree with the following statements:

[Organization's Name]...

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know	Does Not Apply
1. ... sets clear expectations for individual behavior as it relates to racial/ethnic diversity in the work place.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. ... uses specific strategies to recruit individuals from diverse racial/ethnic backgrounds to work here.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. ... highlights issues related to racial/ethnic diversity in publications and communications.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. ... has a strategic plan that identifies goals specific to racial/ethnic diversity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. ... commits financial resources to achieve organizational goals that are specific to racial/ethnic diversity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. ... translates written materials into different languages as a common practice to reach the diverse communities in the Greater Denver Area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. ... utilizes outside contractors, consultants or vendors that reflect the diverse communities in the Greater Denver Area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. ... participates in cultural, political, religious, or other events that attract or are sponsored by diverse communities in the Greater Denver Area.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. ... promotes awareness about conscious and sensitive use of language in the workplace.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## V. Personal Experience and Satisfaction

Please indicate how strongly you agree or disagree with the following statements. **Please remember that your responses to survey questions will be kept confidential.**

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know	Does Not Apply
1. I feel a strong sense of belonging to <i>[organization's name]</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. I feel my skills and work contributions are valued by <i>[organization's name]</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. I feel that <i>[organization's name]</i> is fair and appropriate in addressing work-related needs or concerns (e.g. time off, additional staff support) when I have them.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. I feel comfortable talking openly about issues related to race/ethnicity at <i>[organization's name]</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. I feel at ease with people at <i>[organization's name]</i> (e.g. employees, volunteers, contractors, constituents) who are from racial/ethnic backgrounds that are different from my own.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
6. There have been times when I have felt isolated at <i>[organization's name]</i> because of my racial/ethnic heritage.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
7. I am given fair promotion opportunities at <i>[organization's name]</i> , based on my abilities and accomplishments. (This may not apply to your organization) <b>*If you are a volunteer, please leave this question blank.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
8. I have witnessed people who work at <i>[organization's name]</i> mistreat one another or others because of factors related to race/ethnicity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
9. I believe that there have been times that 'less qualified' individuals were hired or promoted within <i>[organization's name]</i> based on their racial/ethnic background. <b>*If you are a volunteer, please leave this question blank.</b>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## V. Personal Experience and Satisfaction (...continued)

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know	Does Not Apply
10. I have felt mistreated by people who work at <i>[organization's name]</i> because of factors related to race/ethnicity.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
11. If I or someone else were experiencing racial/ethnic discrimination at <i>[organization's name]</i> , I would communicate to my supervisor or a person of leadership.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
12. I am satisfied that any conflicts at <i>[organization's name]</i> related to race/ethnicity would be addressed appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
13. What factor(s) contribute to whether or not you would choose to communicate with a supervisor or another person of leadership if you or someone else were experiencing racial/ethnic discrimination?							
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Thank you for your time in completing this survey! You are almost through!

## VI. Leadership Commitment and Support

\*The term "*inclusiveness*" is used to describe the state of valuing and incorporating a wide variety of perspectives and skills held within, among, and across racial and ethnic groups in determining organizational and individual actions.

How strongly do you agree or disagree with the following statements:

**Organizational leadership** (e.g. senior staff, Executive Director, etc.)...

	Strongly Disagree	Disagree	Neither Agree nor Disagree	Agree	Strongly Agree	Don't Know	Does Not Apply
1. ...communicates a vision about racial/ethnic diversity and inclusiveness.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
2. ...manages issues of racial/ethnic diversity and inclusiveness appropriately.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
3. ...demonstrates accountability for the achievement of inclusiveness goals and objectives.	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
4. ...considers issues relating to race/ethnicity when it sets policies and makes decisions for <i>[organization's name]</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
5. ...supports racial/ethnic diversity and inclusiveness initiatives at <i>[organization's name]</i> .	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Based on my experience, I think *[organization's name]* is motivated to engage in inclusiveness work because of:

(Check all that apply)

- its value of equity and fairness ("it is the right thing to do")
- its interest in addressing racial disparities that communities of color experience
- the demographics of its focus population
- its mission and/or organizational values
- funding opportunities
- community partnership opportunities
- funder interests
- staff interests
- don't know
- I don't think that my organization is motivated to engage in inclusiveness work at this time.
- other business concerns (please specify)

## VII. Additional Questions

3. Are there any comments that you would like to add to clarify your answers on this assessment?

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