INC EA ING E UI A HE O KPLACE

SEPARATION SYSTEM TOOLKIT

EP :
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Work Equity

Work Equity

1.0 Introduction
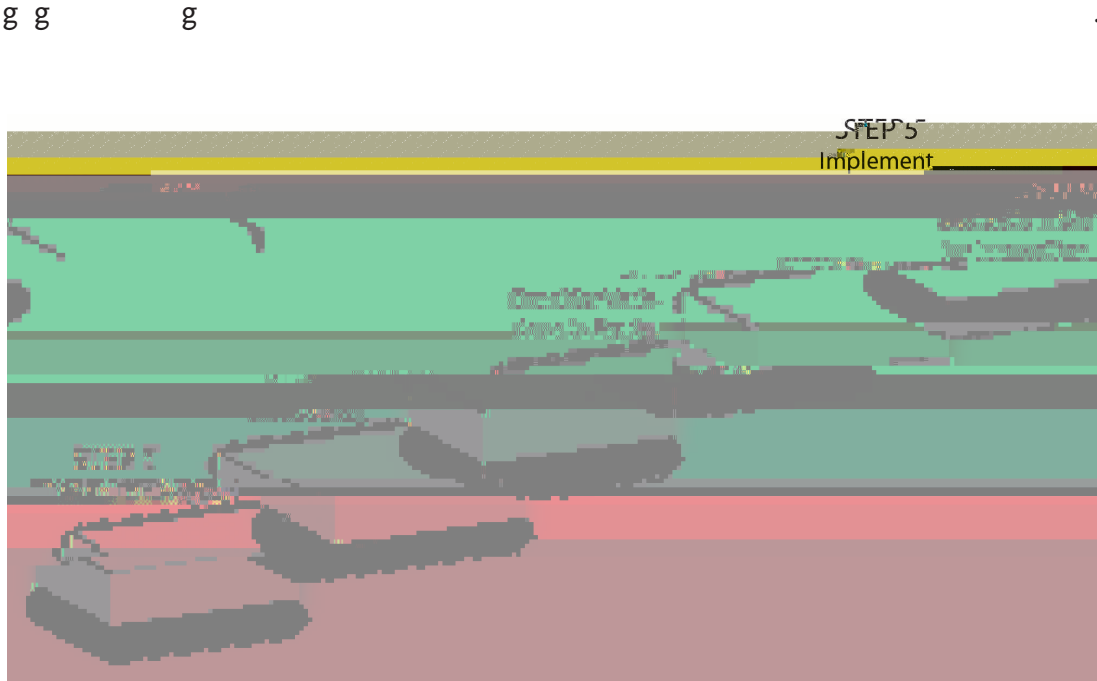
Figure 4: Step 1 of the Separation System Toolkit

1.1 Roles and Responsibilities

Separation System

1.2 Step 1 Tasks
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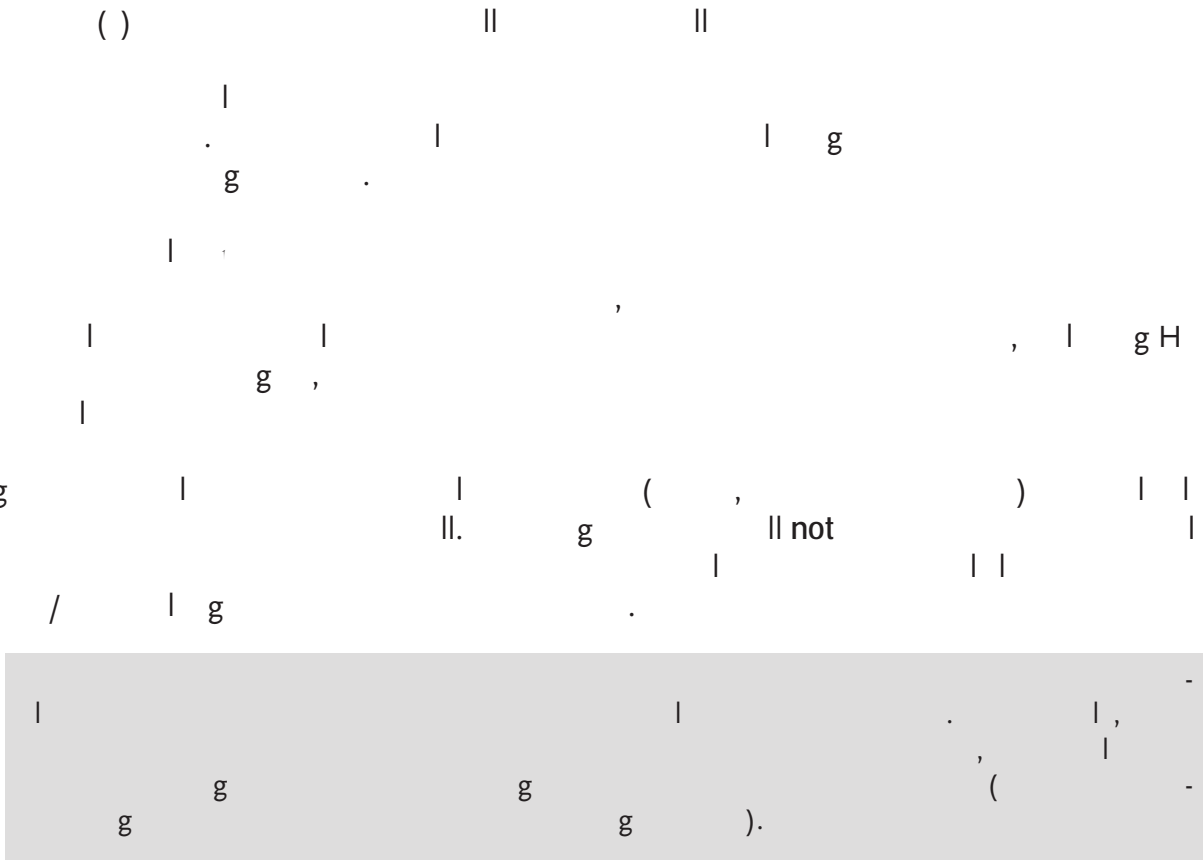
Separation System Toolkit Worksheet #2
Equity Audit Questions for the Separation System

Not at All   To a Limited Extent   To Some Extent   To a Great Extent

Not at All   To a Limited Extent   To Some Extent   To a Great Extent

Not at All   To a Limited Extent   To Some Extent   To a Great Extent

Not at All   To a Limited Extent   To Some Extent   To a Great Extent

Separation System
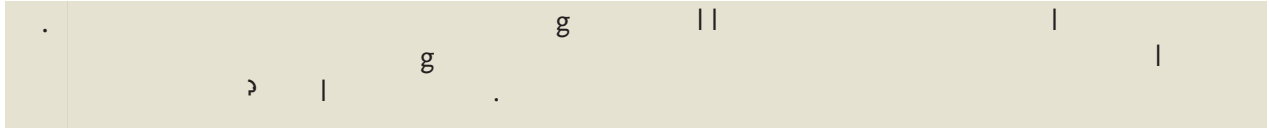
Not at All	To a Limited Extent	To Some Extent	To a Great Extent

Not at All	To a Limited Extent	To Some Extent	To a Great Extent

Not at All	To a Limited Extent	To Some Extent	To a Great Extent

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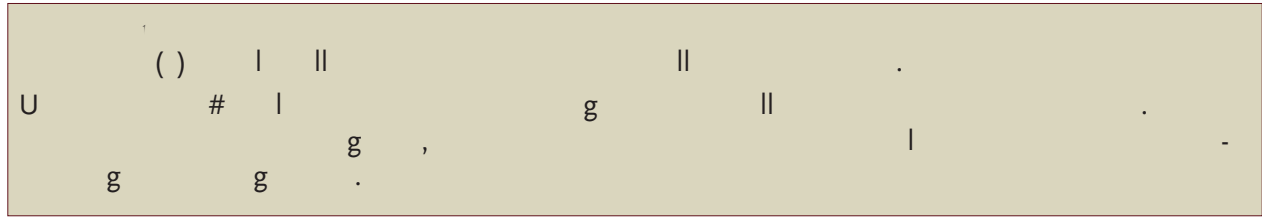> U   # | g || .
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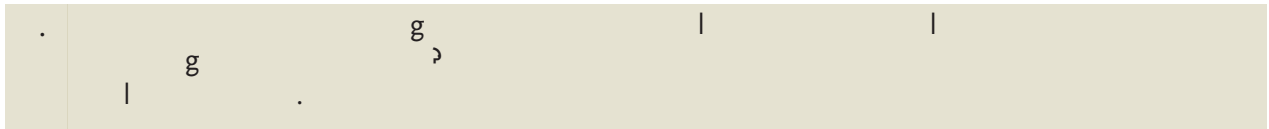
Separation System Toolkit Worksheet #3
Sample Tally Sheet for Audit Questions

Question	Answer "Score" Respondent #1	Answer "Score" Respondent #2	Etc.	Total/Divided by # Respondents to Get Average Score for Your Organization
1. To what extent does your organization have written policies which ensure that decisions such as furloughs, lay-o s, and terminations are fair, without regard to employees' demographic or social identities??				
2. To what extent has your organization adopted practices that enable employees who have been terminated to request an inquiry about the decision?				
3. To what extent has your organization adopted practices, such as exit interviews, that give employees opportunities to discuss possible concerns about connections between their separation and inequities?				
4. To what extent does your organization routinely conduct audits to gain insight about the equity of separations?				
5. To what extent does your organization hold one or more employees (e.g., supervisors; Director of DEI, etc.) accountable for monitoring possible fairness of separations?				
6. To what extent does your organization hold one or more employees (e.g., supervisors; Director of DEI, etc.) accountable for monitoring possible fairness of separations?				
7. To what extent does your organization provide employees with equitable access to information pertaining to their separation?				

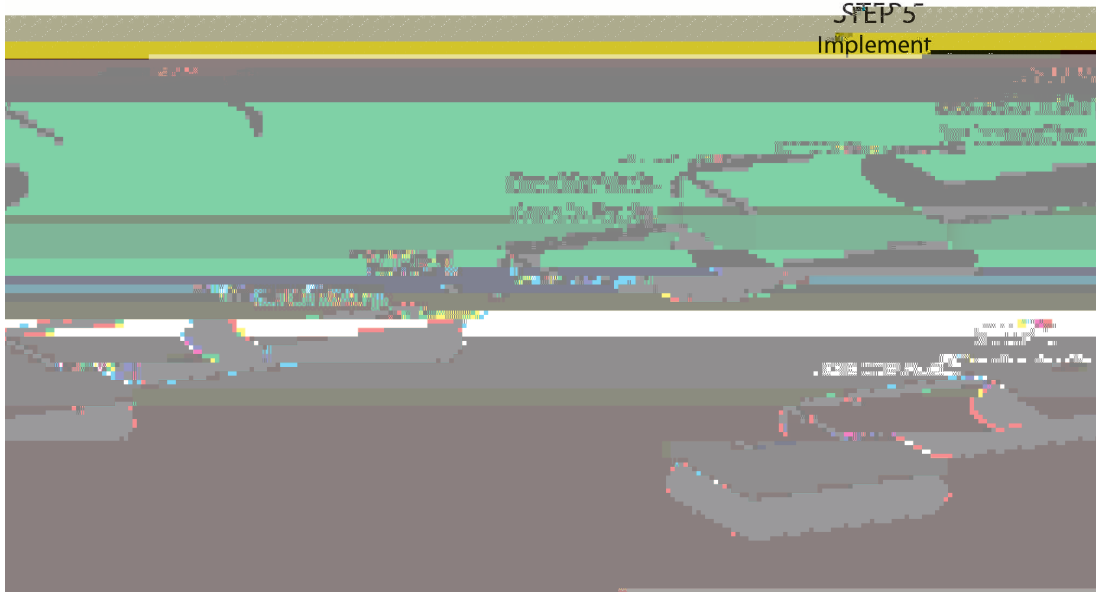## Go to Step 2 of the Separation System Toolkit: Benchmark

Figure 5: Step 2 of the Separation System Toolkit