Religious Diversity Checklist

*A great place to start if you’re just beginning to address religious diversity is by assessing where your organization is right now. Use this checklist to figure out where you stand.*

# POLICIES

* Does your company have an official policy regarding diversity?
* Does your company’s diversity policy specifically include religious diversity?
* Does your company have a method of communicating this policy to employees and the public (through the employee handbook, information packets, etc.)?
* Do you know the general religious demographics of your employees?

# HOLIDAYS/TIME OFF

* Does your company have a clearly articulated policy regarding religious holiday leave (paid or unpaid)?
* Is this policy clearly explained to employees (in the employee handbook, information packets, etc.)?
* Do you have an avenue of communication between employees and management to address scheduling conflicts resulting from religious needs and to find coworkers who can cover or switch shifts?
* Does management take into account employees’ various religious holidays when planning meetings, workshops, trips, dinners, etc.?
* Does your company hold any holiday-related events?
* Does management take into account the different faiths of employees when planning these holiday events?

# DRESS

* Does your company have a dress code?
* Is this dress code communicated to all employees (through the employee handbook, information packets, etc.)?
* If an employee’s religious practice conflicts with the dress code, does the company have policies in place regarding attire accommodations?
* Do employees know what avenues are available to them for communicating with management regarding their special religious attire needs?

# FOOD

* Does your company provide food for employees (in the cafeteria, through an office discount meal program, etc.)?
* Do these meals accommodate unique religious and ethical needs of your employees (kosher, halal, vegetarian, etc.)?
* Does your company hold special events involving food and/or drink (banquets, dinner meetings, cocktail parties, etc.)?
* Do these special events accommodate the unique religious and ethical needs of your employees (kosher, halal, vegetarian, etc.)?

# EMPLOYEE NETWORKS

* + Does your company allow the formation of on-site affinity groups (employee networks)?
  + Does your company allow the formation of on-site religion-based affinity groups?
  + Does your company clearly communicate the policy regarding these groups and their relationship to the company as a whole (whether through the employee handbook, information packets, etc.)?

# OFFICE SPACE

* + Does your company have a policy regarding decoration of personal workspace (within one’s office/cubical, walls in public areas, the employee lounge, etc.)?
  + Does this policy include religious decoration?
  + Does your company clearly explain this policy to employees (through the employee handbook, information packets, etc.)?
  + Does your company allow special decoration of office space for holidays (Christmas party decorations, Hanukkah decorations, etc.)?
  + Do these decorations accommodate the needs of a religiously and culturally diverse employee base?
  + Do your employees have avenues to communicate their reactions to these decorations?

# RELIGIOUS PRACTICE

* + Does your company allow religious practice in the workplace (prayer, meditation, etc.)?
  + Does your company effectively communicate their policy regarding religious practice in the workplace to the employees (through the employee handbook, information packets, etc)?
  + Do your employees have avenues of communication by which they can express their specific religious practice needs?

References

*Religious diversity checklist | tanenbaum. Org*. (2014, February 4). https://tanenbaum.org/programs/workplace/workplace-resources/religious-diversity-checklist/