Religious Diversity Checklist

Is your organization just beginning to address religion as a facet of diversity, equity, and inclusion? Unsure of where to start? Use this checklist to identify simple and practical policy additions and updates.

Policies

- Do your organization’s diversity policies specifically include religion and belief?
- Does your organization have a method of communicating relevant policies to employees and the public (in online and print materials including an employee handbook, information packets, etc.)?

Holidays/Time Off

- Does your organization have a clearly articulated policy regarding leave (paid or unpaid) for religious holidays and observances leave?
- Is this policy clearly explained to employees (in online and print materials including an employee handbook, information packets, etc.)?
- Does your organization produce or reference an interfaith calendar?
- Does your organization have policies and/or practices in place to address scheduling conflicts?
- Does management consider various religious holidays and observances when planning meetings, workshops, trips, dinners, etc.?
- Does your organization consider employees’ religious identities and needs when planning holiday events?

Attire

- Does your organization have a dress code?
- Is this dress code communicated to all employees (in online and print materials including an employee handbook, information packets, etc.)?
- If an employee’s religious practice conflicts with the dress code, does your organization have policies in place regarding attire accommodations?
• Do employees know how to request attire-related accommodations?

Food
• Does your organization provide food for employees (in the cafeteria, catering services, etc.)?
• Do these meals accommodate the unique religious, ethical, and cultural needs of your employees (kosher, halal, vegetarian, non-alcoholic options, etc.)?
• Does your organization 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, non-alcoholic options, etc.)?

Employee Networks
• Does your organization allow the formation of employee resource groups (ERGs)?
• Does your organization allow the formation of interfaith or faith-based ERGs?
• Does your organization clearly communicate the policy regarding these groups and their relationship to the organization as a whole? (in online and print materials including an employee handbook, information packets, etc.)?

Office Space
• Does your organization have a policy regarding the decoration of personal workspace (within an office/cubical, walls in public areas, the employee lounge, virtual background, etc.)?
• Does this policy include religious decoration?
• Does your organization clearly explain this policy to employees (in online and print materials including an employee handbook, information packets, etc.)?
• Does your organization allow special decoration of office space for holidays (Christmas party decorations, Hanukkah decorations, etc.)?
• Do your employees have avenues to communicate their reactions to these decorations and/or suggest additional decorations?

Religious Practice
Does your organization accommodate religious practice in the workplace (prayer, meditation, etc.)?

Do employees have access to a Quiet Room or similar space?

Does your organization effectively communicate its policies regarding religious practice in the workplace to employees (in online and print materials including an employee handbook, information packets, etc.)?

Do your employees know how to request relevant accommodations?