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?