



# Desktop study: Document checklist

This tool will help you in your research of the diversity strategies of the organisation.

The checklist is meant as a help to getting an overview of different documents that are important when making the Diversity Deep Dive.

In *Desktop study: Desktop guide*, you will analyse the documents further.

Checklist	(v)
<p><b>1. FORMAL DIVERSITY STRATEGY</b> <i>If there is a formal diversity strategy, it will often be found on the official website, e.g. under titles as "our values", "our vision" etc.</i></p>	
<p><b>2. CSR POLICY</b> <i>If the CSR policy includes diversity, it will often be found on the official website.</i></p>	
<p><b>3. GUIDELINES FOR RECRUITMENT</b></p>	
<p><b>4. EXAMPLES OF JOB ADVERTISEMENTS</b></p>	
<p><b>5. EXISTING STATISTICS ON STAFF COMPOSITION</b> <i>If possible, the data should be on both management and employee levels. It could also be interest</i></p>	
<p><b>6. EXTERNAL COMMUNICATION REGARDING DIVERSITY</b> <i>Documents and articles stating how the organization presents and brands itself externally in connection with diversity, e.g.:</i></p> <ul style="list-style-type: none"> <li>• Brochures</li> <li>• Official website (stating previous, current and future diversity initiatives)</li> <li>• Newsletters</li> <li>• Marketing campaigns</li> <li>• Local and national media coverage</li> </ul>	
<p><b>7. INTERNAL COMMUNICATION REGARDING DIVERSITY</b> <i>Documents and articles stating how the organization presents and brands itself internally in connection with diversity, e.g.:</i></p> <ul style="list-style-type: none"> <li>• Memos</li> <li>• Internal newsletters</li> <li>• Welcome letters to new employees</li> <li>• Internal website/communication forum</li> </ul>	