

# Culture Walk Checklist

## Visible Indicators

### SPACE ALLOCATION

- YES** | Is space allocated for non-managerial
- NO** | employees to meet and interact?

- YES** | Are the most desirable work spaces
- NO** | assigned only to managers and supervisors?

### COMMON AREAS

- YES** | Do employees gather to have lunch in
- NO** | break rooms, meeting rooms, or kitchen areas together?

### VISUAL DISPLAYS

- YES** | Do employees feel a sense of ownership in
- NO** | workplace displays (e.g., art, signage, pictures, etc.)?

- YES** | Do employees display personal items in
- NO** | their work spaces?

### EMPLOYEE INTERACTIONS

- YES** | Are office doors closed more often than
- NO** | open?

- YES** | Do employees feel safe and empowered to
- NO** | bring any concerns to management?

### *Points to Consider*

Do all employees feel ownership of and connection to spaces? What kind of space, if any, is available for employee use?

How are work spaces allocated? Who decides?

Where are workplace parties or celebrations held, if at all? Do employees have the space and ability to gather privately without fear of supervisory or management oversight and intrusion?

Do employees have any say in what is displayed at the workplace? Are employees able to express concerns without fear of retaliation? Are displays accessible with respect to culture, language, and ability?

If so, what is the nature of personal items displayed? Is there any guidance or oversight? Are employees able to voice any concerns about the personal displays of their coworkers?

Are there any detectable social and emotional cues in employee interactions? Do employees prefer to write each other emails or speak face-to-face? Do supervisors have an "open door" policy?

How would employees bring a concern to a supervisor or management? How do supervisors primarily communicate with subordinate employees? Through email? In person? Is written communication polite, supportive, and casual? Or is it formal, hostile, or detached?

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## Invisible Indicators

### LEADERSHIP & SUPERVISORY

- YES** Do leadership and supervisory roles
- NO** reflect the gender, racial, and other demographic characteristics of the workplace and community at-large?

- YES** Do employees feel a sense of connection
- NO** and access to workplace leadership?

### WORKER AWARENESS

- YES** Do employees perceive sexual harassment
- NO** and violence as a major issue impacting their workplace?

- YES** Do employees know how, and to whom,
- NO** they should report incidents of sexual harassment or violence?

- YES** Have employees been informed of any
- NO** resources or accommodations (e.g., employee assistance programs, sick and safe leave, etc.) available to help address their safety, well-being, and other needs?

### DIVERSITY, INCLUSION & EQUITY

- YES** Are offensive comments or "jokes" ever
- NO** told at the workplace (targeting gender, race, ethnicity, sexual orientation, gender identity, or other personal identities)?

- YES** Do employees perceive gender, racial, or
- NO** other biases in recruitment, pay, promotion, supervisor interaction and access, and other similar practices?

### Points to Consider

Are there any efforts to make leadership (executive, managerial, supervisory, and board of director, if applicable) more reflective? If so, what are these efforts and how do workers perceive them?

Do employees feel that they have allies in leadership roles? Can they confidentially express concerns or make reports without fear of not being believed or retaliation? Are concerns timely addressed?

If so, why? Is it because of awareness of specific incidents?

Is an alternate means of reporting available should the person to whom an employee should make a report is the perpetrator? Do employees know what happens if they make a report?

What is the nature of the training employees have received about policies, procedures, and practices? Do all employees, including supervisors, know what they should do if they witness or suspect acts of harassment, violence, or discrimination?

What happens if an employee makes an offensive comment? Does it make any difference if a comment is made by a supervisor? Do employees feel like they can address coworkers or supervisors who make offensive comments?

How are employees (supervisory and non-supervisory) recruited into the organization? How is pay determined? Is there transparency in pay? How are individuals selected for promotions?