

If bringing in outside help to review your organization for systemic bias is not possible, it is still recommended that you become aware of how and where biases can present themselves. Keeping in mind that diverse workers can be the object of bias in any number of ways, this overview is offered as a starting point for helping you look for systemic biases.

### **SYSTEMIC BIAS WORKSHEET**

**What diverse groups are likely to be employed in your organization?** *Use your area's demographic information as a guide. Also consider if special needs groups are capable of performing jobs. Just because a group doesn't work in your organization now doesn't mean they aren't capable.*

**What special needs do these groups have:** *For each group listed above, write down a list of what needs or special characteristics they may have.*

**Are these needs addressed in your policies, procedures and processes?** *Look for ways that people from these groups may have difficulty working in your organization. These problem spots are where systemic biases exist.*

**How can your organization's systems be changed:** *Based on difficulties identified in the above section, in what ways can systems be changed to allow barrier-free access to all diverse groups that are likely to work in your organization?*

**Create a plan:** *Once you identify biases and solutions, be sure to create an action plan and set goals on how to resolve these issues to create a barrier free workplace. See page 6 of the Toolkit for goal setting tips.*