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Unlock Equality

**A Comprehensive
Checklist framework
for workplace equality and
inclusion**



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Building the Practical Checklist

1

Organisational Policies

Clear anti discrimination policies, complaint procedures and pay transparency

2

Everyday Behaviours

Detecting microaggressions, interruptions and subtle exclusion patterns

3

HR Practices

Objective criteria for recruitment, promotion and fair task allocation

4

Pregnancy & Parenthood

Protection from discrimination during and after pregnancy

5

LGBTQ+ Inclusion

Pronoun usage, facilities access and transition support policies

☐ This checklist is **practical, observable and action oriented** helping identify [hidden inequalities](#) before they escalate.



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1. Organisational Policies & Structures



1.1 Existence of Core Policies

Gender Equality Policy

Anti-Discrimination Policy

Anti-Harassment & Bullying Policy

LGBTQ+ Inclusion Policy

**Pregnancy, Maternity & Parental
Leave Policy**

Domestic Violence Support Policy

NEW – often overlooked and affects workplace
performance



1.2 Quality and Clarity of Policies

Clear definitions (harassment, discrimination, bias, stereotyping, retaliation)

Examples of unacceptable behaviours

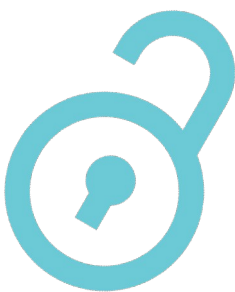
Step-by-step reporting procedures

Roles and responsibilities (HR, management, equality officers)



1.3 Accessible Reporting Mechanisms

- ☐ **Employees know *how, where, and to whom* to report**
- ☐ **Anonymous reporting options**
- ☐ **External or independent channels**
- ☐ **Multilingual versions where needed**
- ☐ **Protection against retaliation**



1.4 Anti-Harassment Frameworks



**Clear process for
investigating complaints**



**Time-bound investigation
timelines**



**Consequences for
breaches of conduct**



Bystander guidance and responsibilities



Protection of complainants from victimisation



1.5 Data Collection & Monitoring Systems

Gender-disaggregated data on:

- Pay levels
- Promotions
- Hiring practices
- Turnover rates
- Parental leave use
- Access to training and leadership programmes

Systems to review inequalities annually

Public or internal reporting of outcomes



1.6 Code of Conduct for Senior Staff



Expectations for respectful communication



Prohibition of humiliating behaviour or aggression



Accountability measures



Leadership role in promoting equality



Mandatory senior-management training



1.7 Governance & Accountability Structures

- Equalities officer or committee
- Annual equality action plans
- Regular training for staff and leadership
- Transparent follow-up on recommendations
- Integration of gender equality into strategic planning



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Read and learn more

[Checklist-Link 1-](#)

[Related EU Legislation Link 1.1](#)



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2. DAILY BEHAVIOURS & INTERPERSONAL DYNAMICS



2.1 Microaggressions

Interruptions

Repeatedly cutting off or speaking over colleagues, particularly women, during conversations or meetings.

Dismissive tone

Using condescending language or tone that undermines contributions and expertise.

Competence doubting

Questioning abilities or qualifications without justification, creating an atmosphere of mistrust.

"Gender-coded" comments

Making remarks that reinforce stereotypes or assumptions based on gender identity.

Tokenism (*NEW*)

Including individuals solely to appear diverse without genuine inclusion or valuing their contributions.

Assumptions about abilities or interests

Presuming what someone can or cannot do based on gender rather than individual capability.



2.2 Unequal Treatment in Meetings



Who is invited?

Examining whether all relevant stakeholders have a seat at the table or if certain groups are systematically excluded.



Who speaks the most?

Identifying patterns in who dominates conversations and whether speaking time is equitably distributed.



Who receives credit?

Tracking whether contributions are properly attributed or if ideas are claimed by others.



Whose ideas are implemented?

Analysing whether certain voices are consistently prioritised whilst others are overlooked.



Gendered moderating styles

Recognising how facilitation approaches may inadvertently favour certain communication styles over others.



2.3 Aggressive Communication Patterns

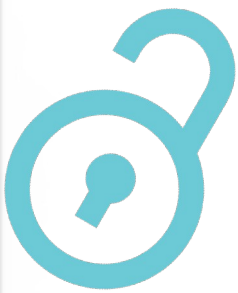
Hostile Behaviours

- **Public humiliation** – Deliberately embarrassing or belittling colleagues in front of others
- **Shouting or intimidation** – Using volume, aggressive body language, or threats to control situations

Double Standards

- **Treating women as less authoritative** – Undermining leadership or expertise based on gender
- **Sanctioning women for behaviour tolerated in men** – Applying different standards for assertiveness, directness, or emotion

□ These patterns create toxic environments where certain individuals are silenced whilst others are permitted to dominate through aggression.



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2.4 Exclusion from Decision-Making

Women or LGBTQ+ individuals left out of key decisions

Systematically excluding diverse voices from strategic planning, policy development, and important organisational choices.

Pregnant workers not consulted

Failing to involve pregnant employees in decisions that affect their roles, schedules, or career progression.

Younger workers or educators overlooked

Dismissing contributions from early-career professionals or those in educational roles, regardless of their expertise or insight.



2.5 Customer-Preference Discrimination

"Customer preference" used to justify role segregation

Organisations sometimes claim that customer preferences necessitate assigning roles based on gender, using external demand as justification for discriminatory practices.

Common Contexts

Gendered assumptions in hospitality, sport, education

- Hospitality: Assuming customers prefer female servers or male managers
- Sport: Segregating coaching or training roles based on perceived customer expectations
- Education: Assigning subjects or age groups based on gender stereotypes rather than qualifications

❏ These practices perpetuate inequality by using unverified assumptions about customer preferences to maintain traditional gender roles.



2.6 Social Inclusion in Workplace Culture



Are social events inclusive for all genders?

Evaluating whether workplace gatherings accommodate diverse needs, interests, and comfort levels.



Are after-hours activities reinforcing exclusion?

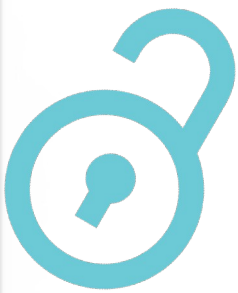
Examining whether informal socialising creates barriers for those with caring responsibilities or different lifestyles.



Are informal networks dominated by one gender?

Identifying whether key relationships and information-sharing happen in spaces that exclude certain groups.

Workplace culture extends beyond formal structures. **Social dynamics can either reinforce or challenge existing inequalities**, making it essential to critically examine how informal interactions shape opportunity and belonging.



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Read and learn more

[Checklist-Link](#)

[2- Related EU Legislation Link 2.1](#)



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3.HR Systems: Recruitment, Pay, Task Assignment & Promotion





3.1 Recruitment Practices

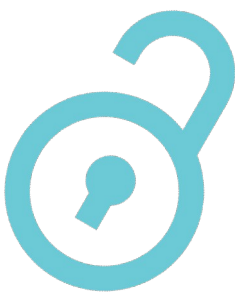
Gender-neutral job descriptions

Mixed-gender interview panels

No bias in selection questions

No inquiries about family plans or pregnancy

Inclusive hiring for LGBTQ+ and gender-diverse people

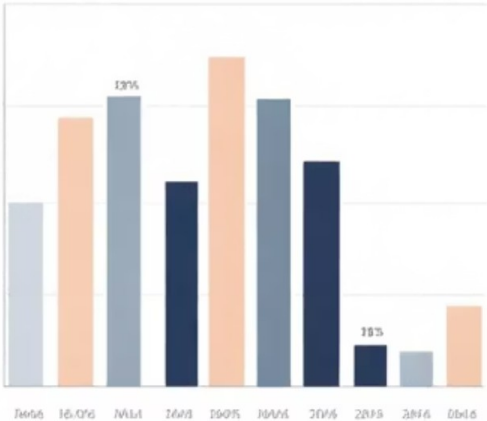


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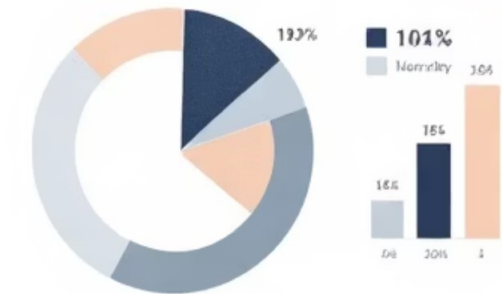
3.2 Pay Equity

- Transparent salary bands
- No unexplained pay differences
- Pay audits conducted annually
- Salary decisions documented
- Monitoring pay progression over time

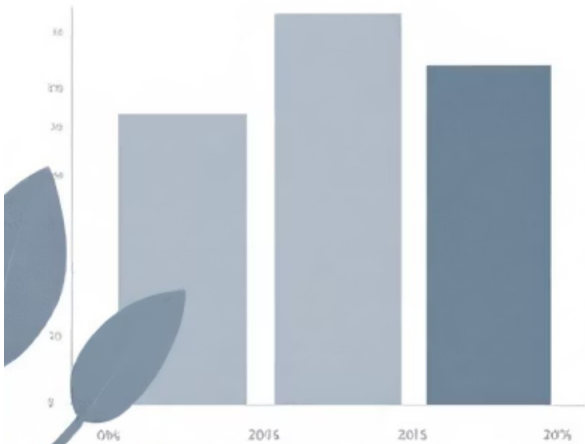
Equal pay analysis across Employee Groups



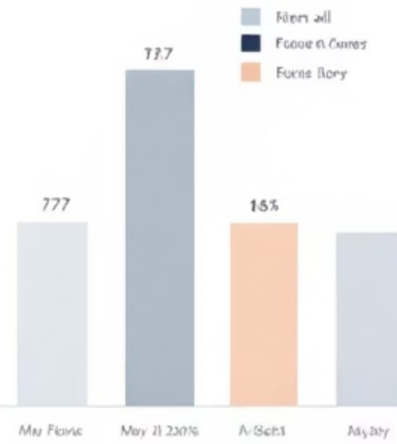
Equal pay employee Groups



Equal pay runs 10,2000 - 27.1



Equal pay in equal class





3.3 Task Allocation

Equal access to high-profile tasks

Women not confined to supportive or administrative roles

Men welcomed into care-oriented or front-facing roles

Rotation system for repetitive or invisible tasks (NEW)



3.4 Promotion & Leadership Development

01

Transparent promotion pathways

Criteria available to all employees

02

Equal access to leadership training

03

Sponsorship/mentoring programmes for under-represented groups (NEW)

04

Panels balanced by gender and expertise



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3.5 Performance Evaluation

Evaluations based on objective criteria

No penalisation for parental obligations

**No bias against assertive
communication from women**

**No reward for "always available"
behaviour that disadvantages
caregivers**



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3.6 Recruitment & Retention of Minority G

- Support systems for minority gender groups
- Monitoring retention rates to identify patterns
- Inclusion in professional development opportunities





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Read and learn more

Checklist-Link 3-

Related EU Legislation Link 3.1





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4. Pregnancy, Parenthood & Work-Life Balance



4.1 Treatment During Pregnancy

No contract termination

Duties adjusted safely and fairly

Access to opportunities maintained

**No sudden change of policies
targeting pregnant staff**



4.2 Maternity & Parental Rights

Employees informed of entitlements

Clear communication of all available rights and benefits.

Parental leave normalised for all genders

Creating a culture where all parents can take leave without stigma.

No stigma for taking full leave

Supporting employees who utilise their complete entitlement

Equal treatment for adoptive parents

Ensuring parity across all forms of parenthood.



4.3 Returning from Parental Leave

01

Structured reintegration plan

02

Updated training provided if needed

03

No assumed skill deterioration

04

No automatic downgrade of responsibilities



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4.4 Flexible Working & Work- Life Balance

Right to request flexible hours

- Equal uptake among men and women
- No penalties for using flexibility
- Respect for boundaries outside working hours





4.5 International Assignments & Mobility

No pregnancy-based recall

Ensuring pregnancy does not result in premature return from assignments.

Fair opportunities for assignments abroad

Equal access to international roles regardless of parental status.

Parental obligations considered without discrimination

Accommodating family responsibilities in mobility decisions.



Read and learn more

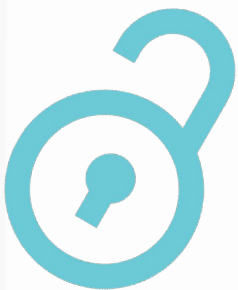
[Checklist-Link 4-](#)

[Related EU Legislation Link 4.1](#)



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5. Inclusion of LGBTQ+ & Gender-Diverse Employees





5.1 Respectful Communication

Correct pronouns and names used

Ensuring all employees are addressed with their correct pronouns and chosen names in all workplace interactions.

Misgendering corrected promptly

Swift and respectful correction of any misgendering incidents to maintain a supportive environment.

No pressure to disclose gender identity

Employees have complete autonomy over sharing their gender identity without any workplace pressure.



5.2 Facility Access

Right to self-identified-gender facilities

All employees have the right to use facilities that align with their self-identified gender, ensuring dignity and respect in the workplace.

Private/unisex options available if possible

Where feasible, private or unisex facilities are provided to offer additional comfort and choice for all employees.

No segregation or isolation

Gender-diverse employees are fully integrated into workplace facilities without any form of segregation or isolation.



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5.3 HR & IT Systems

Easy updating of personal data

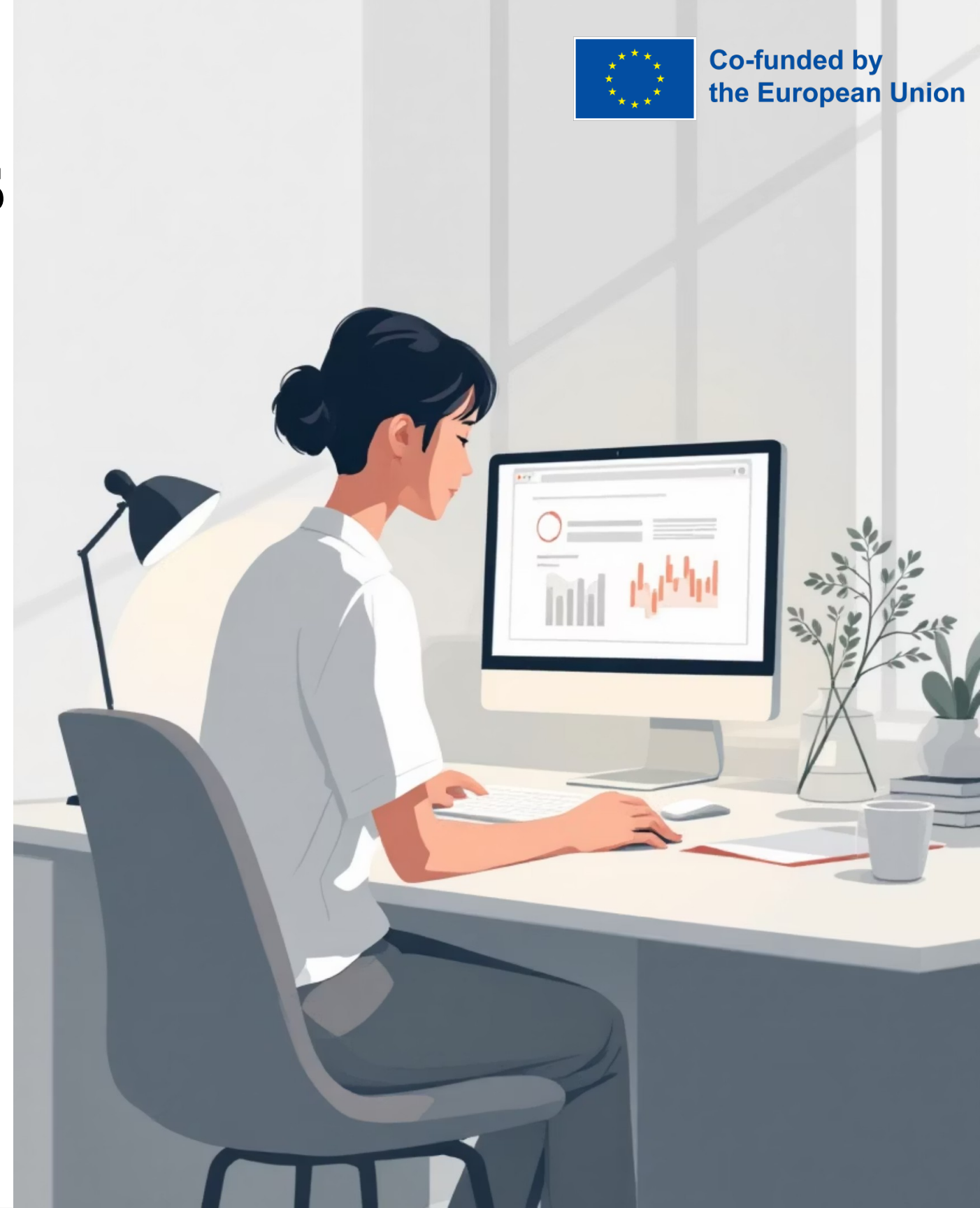
Streamlined processes allow employees to update their personal information quickly and without barriers.

Confidentiality during transitions

Complete privacy is maintained throughout any transition process, protecting employee dignity.

No requirement for legal gender change

Systems accommodate gender identity updates without requiring legal documentation or gender marker changes.





5.4 Training & Awareness

LGBTQ+ inclusion in diversity training **Guidance for supporting transitioning employees**

Comprehensive diversity training programmes incorporate LGBTQ+ inclusion as a core component, ensuring all staff understand and respect gender diversity in the workplace.

Clear guidance and resources are provided to managers and colleagues on how to support employees during their transition, creating a compassionate and informed workplace culture.



5.5 A Safe & Supportive Environment

Zero-tolerance for harassment

A strict zero-tolerance policy is enforced against any form of harassment or discrimination, ensuring all LGBTQ+ and gender-diverse employees feel protected and valued.

Support networks or resource groups

Employee resource groups and support networks provide community, advocacy, and peer support for LGBTQ+ and gender-diverse staff members.

Inclusive language in documents

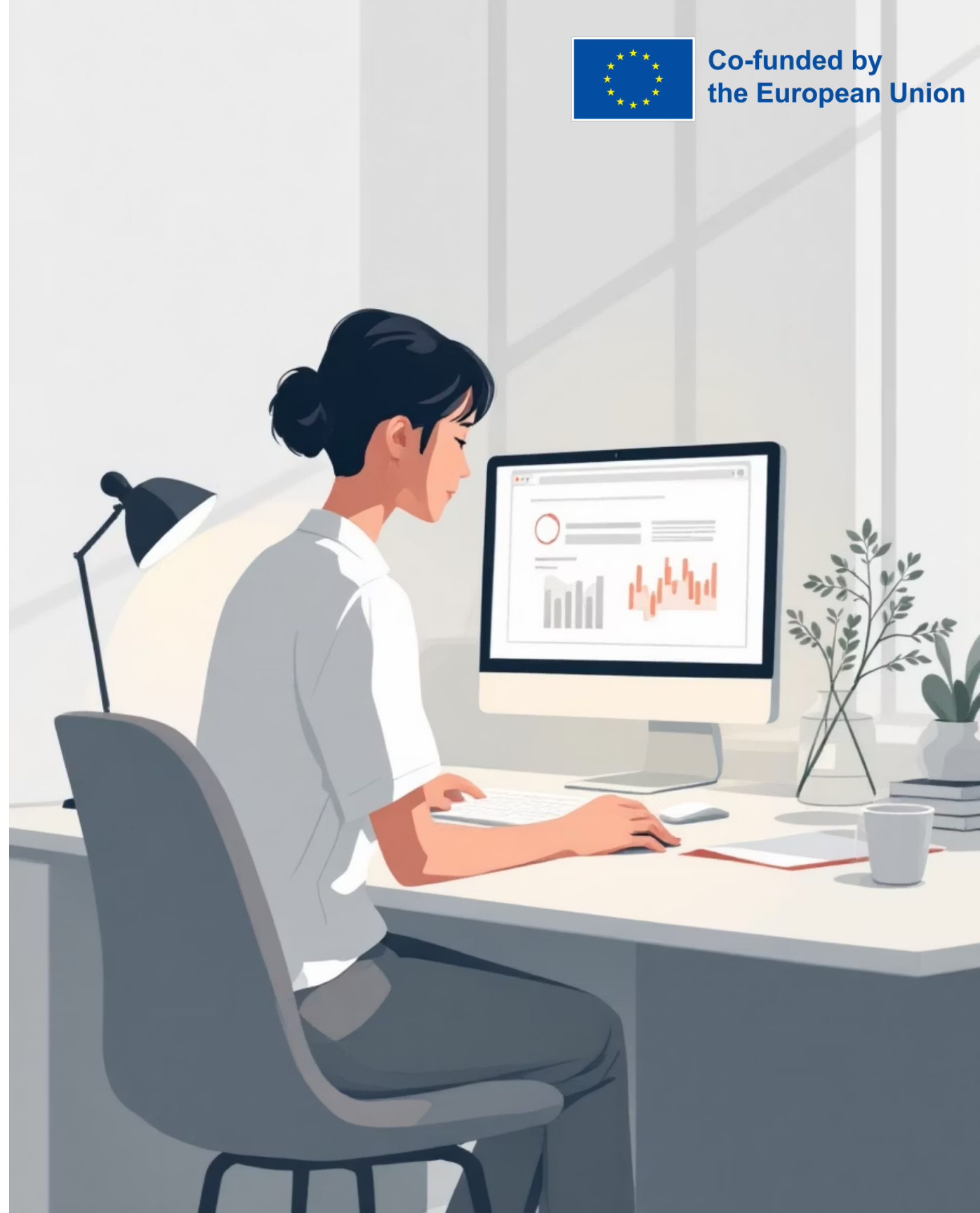
All workplace documents, policies, and communications use inclusive language that respects and acknowledges gender diversity.



**Read and learn
more**
**[Checklist-Link 5-
Related EU Legislati
on Link 5.1](#)**



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<https://unlockequality.com/>

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