

EQUITY CHECKLIST

Purpose of the Equity Checklist

- The purpose of the checklist is to **self-reflect and achieve an equity lens** before any staff interaction and meetings (including facilitation and coaching).
- This means calling to the surface the **implicit and explicit biases** that we all hold about others.
- This means having an **awareness of your power and privilege** before each meeting.
- It is important to remember that your **biases impact your decision-making and engagement**.

How to Use the Equity Checklist

- Before the start of any meeting (e.g., Open Space, supervision, Reflective Process, facilitation and coaching), take one minute to read the questions on the Checklist and select your response.
- Mark your response to each question by selecting the appropriate box.
- It is important to select the response boxes because it will allow time to absorb and process the checklist item before your meeting.

1. Am I focused and ready to give 100% of my attention?		
☐ Yes	☐ No	☐ Partially
2. Am I prepared to listen to different perspectives?		
☐ Yes	☐ No	☐ Partially
3. Am I aware of the implicit and explicit biases I may bring to the meeting?		
☐ Yes	☐ No	☐ Partially
4. Am I aware of how my power and privilege (race, gender, age, position within agency) may impact the conversation at the meeting?		
☐ Yes	☐ No	☐ Partially
5. Am I prepared to be open to different people's expertise and knowledge?		
☐ Yes	☐ No	☐ Partially