# Awareness form

In order to create change, it's useful to map ourselves and the organization we work in. How am I and we affected by societal norms in our attitudes and practices? What perceptions do I have about people I meet?

The form below can be a useful starting point for a joint effort towards a more inclusive organization[1].

- Fill out the form and be honest with yourself. The purpose is not to "be the best", but to be able to identify what areas you may want to work on.
- When everyone has finished the form, talk together about what thoughts and reflections you had while reading through the questions. You don't have to disclose your personal answers. What does the answers tell us about attitudes and competency in the organization?

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[1]The form is borrowed from "Safe to be me" made by Age UK and Opening Doors London (2017). It has been adjusted by Fri Oslo og Viken and Balansekunst.

| Assess yourself | | | |
|---|---|---|---|
| 1. I have thought about the attitudes I have towards those of us who are LGBTQ, people with disabilities, people of color, people with different faiths and people of different genders. | Yes | No | Somewhat |
| 2. I actively seek knowledge about questions, challenges and barriers that minority groups face. | Yes | No | Somewhat |
| 3. I challenge and speak up against prejudices or offensive comments instead of letting them pass. | Yes | No | Somewhat |
| 4. I avoid making assumptions about a person's sexual orientation or gender identity. | Yes | No | Somewhat |
| 5. I avoid attributing characteristics and stereotypes to people based on their identities. | Yes | No | Somewhat |
| 6. I seek knowledge of inclusive language. I listen to the language used when others describe themselves. For example, I use names, gender pronouns (he, she, they) and terms that people use about themselves. | Yes | No | Somewhat |

| Assess your organization | | | |
|---|---|---|---|
| 7. We show diversity of gender expressions, ethnicity, religion, disability and age in our information material and in external communication. | Yes | No | Somewhat |
| 8. We aim to use a precise and inclusive language about diversity. | Yes | No | Somewhat |
| 9. One or more employees are responsible for following up the work of making the workplace inclusive and safe for a diversity of people. | Yes | No | Somewhat |
| 10. We meet people we work with with openness and flexibility and ask how we can adapt tasks and the environment to different needs, for example for different faiths, different family situations and caregiver responsibilities or for different disabilities. | Yes | No | Somewhat |
| 11. Our work space is accessible to people with mobility, sight and hearing disabilities. The way we work is inclusive | Yes | No | Somewhat |

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|---|---|---|---|
| for people with different mental health conditions and for people who are neurodivergent. | | | |
| 12. We offer unisex facilities in addition to, or instead of, "ladies' rooms" and "men' rooms"? | Yes | No | Somewhat |
| 13. We ensure that the forms we use have open and inclusive questions, which do not assume identity. | Yes | No | Somewhat |
| 14. We have clear procedures for dealing with homophobia, transphobia, sexism, racism, ableism, and other discriminatory behavior, among employees, users and visitors. | Yes | No | Somewhat |
| 15. The management is clear that bullying, harassment and discrimination are not tolerated in the workplace and has presented clear routines for how this will be handled. | Yes | No | Somewhat |
| 16. We have clear instructions against bullying, harassment, and all forms of discrimination. | Yes | No | Somewhat |
| 17. We are aware of the risk factors for discrimination, harassment and abuse of power that exist in our organization. | Yes | No | Somewhat |
| 18. We offer trainings on diversity and anti-discrimination for employees and volunteers. | Yes | No | Somewhat |