

# #CheckYourWorkplace Worksheet

For each factor identified in the culture walk, consider...

## PROBLEM

How widespread is it?

How deeply felt is it and by whom?

Is there someone who feels particularly strongly about this factor? Why? (Include those who feel positively and negatively)

Who is in a position to fix it? (List all individuals within the organization/company)

Are there any individuals on this list who are not a viable part of the solution? Explain why.

Are there external allies? (List individuals/clients/companies/partners outside the organization, and how/why they would be able to influence change).

Is there any external pressure that might be helpful? What risks might be associated with that pressure? (For example, if media exposure would be helpful, would you or your colleagues be at risk?)

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## IN GENERAL

Are there existing mechanisms in place at your workplace that the team could work through?

- a. What would you have to do to be able to use those mechanisms?
  
- b. If you are covered by a union contract:
  - i. Would filing a grievance solve the problem?
  - ii. Is there a Labor-Management Committee that might be able to help?
  - iii. What other ways might you engage your union?
  - iv. Does your union constitution or bylaws offer help?
  - v. Are there other ways your union could help?

What other mechanisms/approaches might be successful?

- a. For example, if you want to build a culture of collaboration, are there opportunities you to work informally with colleagues in other parts of the organization? Is there someone who feels particularly strongly about this factor? Why? (Include those who feel positively and negatively)
  
- b. If the team determines that confronting a harasser directly is the best course of action, what approach would be most effective?
  - i. Would writing a letter work? From one person or the group? Would you want to make it public?
  - ii. Would a conversation be useful? What kind of approach? One-on-one by an “upstander” or as a group?
- c. Other ideas:

What are members of the team doing to take care of themselves during this process? Journaling, meditation, yoga, cooking, walks in the park, music, poetry, art—all of these help to remind us of the beauty in the world, and can provide inspiration to continue this work.

- a. Ask members of the team: What is your favorite self-care activity? Why?
  
- b. Discuss and support

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## THE PLAN

The team should work on the following questions together:

Note: You don't need to all work on one issue, of course. Some may want to focus on one factor—removing offensive images from work stations, for example, while others may prefer to focus on making leadership opportunities more available to women and people of color, or others may want to focus on improve reporting structures. The important thing is for all of you to stay connected, talk often, commit to deadlines, and meet them.

What issue, or issues are you going to tackle first?

Who are you going to approach about that/those issues?

How (and when) are you going to make that approach? In person, by letter, through an ally, etc. (This can be more than one method)

What are you going to ask? Be creative. Think about using existing mechanisms in your workplace, and how you might bring new ones in to spur change.

What commitments have you and your coworkers made? Have you assigned due dates?

What are you doing to stay connected to everyone on the team or otherwise working on changing the culture?

Do you have a mechanism to resolve conflicts that might come up among you?

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Some additional resources that may help you move forward...

## RESOURCES

If you need guidance as you embark on this path, the following organizations could help:

### Futures Without Violence

*Connect with Futures Without Violence for more resources to engage with various workplace stakeholders to move your workplace towards greater safety and equity.*

### Minga Strategies

*A woman-owned consulting firm with experience in workplace organizing.*

### PB WorkSolutions, LLC

*A woman-owned consulting firm with experience in mediating and resolving workplace disputes.*

### Coworker.org

*Coworker.org allows you to start, run, and win campaigns to change your workplace. Have an idea for improving your workplace? Start by creating a Coworker.org petition and talking to your coworkers about your campaign. Every day, people are launching and joining campaigns around issues large and small -- from improving an office breakroom to providing paid sick leave to employees. Anything is possible when coworkers join together.*

### Other #CheckYourWorkplace Partners

*Connect with many other partners who are a part of the #CheckYourWorkplace campaign to find additional resources and guidance on moving your workplace towards safety and equity.*