

A reflective checklist for employers

This brief checklist helps leaders and managers assess the fairness, inclusivity and consistency of their workplace practices and identify straightforward actions to enhance inclusion over time.

Fairness in everyday decisions

Do we apply the same standards and processes across all teams (e.g. performance, absence, flexibility)?

Are decisions based on outcomes and impact, rather than assumptions about health, disability or working patterns?

Do employees understand how decisions about workload, progression and pay are made?

Have we checked that policies don't unintentionally disadvantage people with health conditions or disabilities?

How have policies and processes been designed / developed? Have employees been included in decision-making?

Action to consider

One small change we could make to improve fairness is



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Accountability and responsibility

Is it clear who is responsible for inclusion, wellbeing and reasonable adjustments in our business?

Do managers know what to do when someone raises a health or support need?

Are agreed adjustments recorded and reviewed, rather than forgotten over time?

Do leaders role-model inclusive behaviours and fair decision-making?

Action to consider

One way we could strengthen accountability is

Listening and feedback

Do employees feel safe to raise concerns or suggest improvements?

Do we use informal check-ins, feedback or exit conversations to learn what's working and what isn't?

Do we act on feedback, even when changes are small?

Do we close the loop by telling people what has changed as a result?

Action to consider

One improvement we could make to how we listen is



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Continuous improvement

Do we review our people practices regularly (even informally)?

Are we open to learning when something hasn't worked as intended?

Do we adjust support as health needs or roles change?

Are inclusion and wellbeing part of business planning, not just a "nice to have"?

Action to consider

One inclusion improvement we will review in the next six months

Quick reflection

One thing we're doing well

One thing we could do better

One action we'll commit to

Inclusive workplaces are built through **consistent, fair actions over time**, not perfection. Small, regular improvements can make a big difference to trust, wellbeing and retention.



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