

CHECKLIST ON ENVIRONMENTAL INCLUSIVENESS

| Does your organization... | | | |
|---|---|----------------------------------|----------------|
| | | Yes (1) | No (0) |
| Section 1 Work Environment and Enterprise | ... promote inclusiveness and accessibility to all employees? | | |
| | ... give permission to sickness absence? | | |
| | ... comply with the rules laid down by contracts and guidelines? | | |
| | ... make employees feel protected for their rights? | | |
| | ... protect employee's health from physical and psychological breakdowns? | | |
| | ... guarantee banning of discrimination in work environment? | | |
| | ... guarantee a safe work environment? | | |
| | ... promote professional orientation? | | |
| | ... promote stay at work programs? | | |
| | ...promote return to work programs? | | |
| | SUBTOTAL...../10 | | |
| | Section 2 Reasonable Accommodation | Does your organization... | Yes (1) |
| ... ensure flexi-time? | | | |
| ... ensure smart working? | | | |
| ... make the workplace accessible by reducing physical barriers? | | | |
| ... adapt work station by providing ergonomic solutions? | | | |
| ... adapt work tasks? | | | |
| ... provide new technologies for improving work performance? | | | |
| ... ensure accessibility in the common parts of work environment (i.e. canteen)? | | | |
| ... consent to the regulation of natural and artificial light in the working environment? | | | |
| ... ensure an adequate climate in the working environment (i.e. air quality...)? | | | |
| ... consent to reduce environmental noise as much as possible? | | | |
| SUBTOTAL...../10 | | | |

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|--|---|-----------------------|----------------------|
| Section 3 Management & Leadership | <i>Does your organization...</i> | <i>Yes (1)</i> | <i>No (0)</i> |
| | ... promote cohesion and collaboration between management level and front line staff? | | |
| | ... use clear communication strategies with employees? | | |
| | ... support good leadership skills? | | |
| | ... guarantee a clear management appraisal system of the organization? | | |
| | ... encourage co-ordination and collaboration between departments? | | |
| | ... guarantee equity in access of resources (i.e. economical, technological...)? | | |
| | ... guarantee possibility of career development for all employees? | | |
| | ... guarantee inclusion of employees in decision involving them? | | |
| | ... guarantee equity in the distribution of incentives? | | |
| | ... protect health and security of all the employees? | | |
| | SUBTOTAL...../10 | | |
| Section 4 Teamwork & Leadership | <i>Does your organization...</i> | <i>Yes (1)</i> | <i>No (0)</i> |
| | ... promote team cohesion and make sure nobody feels isolated? | | |
| | ... guarantee support from colleagues in case of difficulties? | | |
| | ... give employees the possibility to express their needs? | | |
| | ... give employees the possibility to express their ideas and point of view? | | |
| | ... guarantee a workload balance in the teamwork? | | |
| | ... promote the use of individual skills in order to achieve common goals? | | |
| | ... reduce stigma and discrimination between colleagues? | | |
| | ... guarantee respect for the rules? | | |
| | ... give the possibility of career growth? | | |
| | ... guarantee respect for all types of needs between colleagues? | | |
| | SUBTOTAL...../10 | | |