**Introduction:**

[Company name] is committed to fostering an inclusive workplace where every employee feels valued, respected, and supported. This inclusive onboarding document has been designed to ensure that all new employees, regardless of their background or abilities, have a smooth transition into our organisation.

The below checklist aims to ensure that a welcoming and inclusive onboarding process is in place for all new employees.

**Preparing for Employee Arrival**

* Have employees been sent a welcome email before their first day, outlining what to expect and providing any necessary information about the onboarding process?
* Where possible, can new employees be offered the option for a pre-start visit to familiarise themselves with the workplace environment and meet key team members?
* Have new employees been provided with accessibility information, such as parking arrangements, building access, and any accommodations that may be required?
* Has the employee been provided with an opportunity to provide information on any specific accommodations they will require once they have commenced?

**Accessibility Considerations**

* Has the appropriate person/team/department conducted a needs assessment to identify any specific accommodations or adjustments required by new employees?
* Have all onboarding materials, including documents, presentations and videos been made accessible to employees with diverse needs (e.g. alternative formats, captioning, or transcripts)?
* Is there a need for flexibility in scheduling onboarding activities to accommodate any accessibility needs or appointments?

**Tailored Onboarding Plan**

* Has a personalised onboarding plan been developed for the new employee, taking into account their role, background, and any specific requirements?
* Has a mentor or buddy been assigned to provide guidance and support throughout the onboarding process, especially for neurodiverse or differently-abled employees?
* Have clear instructions and expectations for each step of the onboarding journey, including orientation sessions, training modules, and introductions to team members been communicated to the new employee?

**Inclusive Training and Development**

* Is the new employee signed up to participate in comprehensive training sessions on diversity, equity and inclusion, emphasising the importance of creating an inclusive workplace culture, and conveying the company’s commitment to diversity and inclusion.
* Will training on unconscious bias awareness be provided to mitigate potential biases?
* Will professional development opportunities tailored to individual interests and career goals be provided to the new employee, ensuring equal access to advancement opportunities for all employees?

**Building a Supportive Community**

* Has the company facilitated opportunities for new employees to connect with their colleagues and build relationships within the organisation?
* Have social events, team-building activities, and networking opportunities that are inclusive and accessible to all employees been organised?
* Has open communication and feedback, which creates a safe space for employees to voice their concerns or suggestions for improvement, been encouraged?

**Regular Check-ins and Feedback**

* Have regular check-in meetings with new employees been scheduled to assess their progress, address any concerns, and provide additional support if needed? These should take place at least on a weekly basis initially.
* Has feedback been sought from new employees about their onboarding experience and ways to enhance the process for future hires, particularly from underrepresented groups?
* Encourage managers and team leaders to be approachable and supportive, fostering a culture of open communication and collaboration.

**Celebrating Diversity and Inclusion**

* Does the company recognise and celebrate the diverse backgrounds, experiences, and talents of all employees, highlighting the contributions of neurodiverse, differently-abled, and culturally diverse individuals?
* Is the company demonstrating its commitment to diversity and inclusion initiatives through company-wide events, such as diversity awareness campaigns, cultural celebrations, and community outreach programs?
* Does the company showcase success stories and role models from diverse backgrounds, inspiring others to embrace their unique identities and perspectives?