

March 2010 Manager's Checklist

Create and Maintain a Climate of Fairness and Equal Opportunity

Create and Maintain a Climate of Fairness and Equal Opportunity is the theme for the Month of March. Below is a list of tasks designed to assist managers with implementing and maintaining fairness and equal opportunities within the workplace.

1. Have you communicated general expectations and how they correspond to fair and equal employment policies and laws?

___ I have reviewed and posted DoD Directive 1400.1: DoD Civilian Equal Employment Opportunity, in a highly visible location in my organization.

___ I have discussed the importance of fairness and equal opportunities in the workplace with my staff.

___ I've ensured that my staff has completed mandatory diversity training.

___ I have set the example for my employees by completing mandatory diversity training.

2. Have you encouraged your employees to support and participate in cultural diversity activities?

___ I've encouraged my employees to attend both formal and informal cultural diversity activities.

___ I've openly announced and recommended employees participate in upcoming diversity activities.

___ I've I have provided resources to support and promote cultural diversity activities.

___ I have set the example for my staff by attending cultural diversity activities.