

From: Kivel, Paul. *Uprooting Racism: How White People can Work for Racial Justice*.

Part V: Fighting Institution Racism. Assessment: At Work. P. 199.

1. What is the gender, race, and class composition at your workplace? Which groups hold which positions?
2. Who, by race, gender, and class, has the power to make decisions about hiring, firing, wages, and working conditions in your workplace? Who gets promoted and who doesn't? Are there upper levels (glass ceilings) beyond which some groups of people (i.e. people of color, white women) cannot go?
3. Is hiring non-discriminatory? Are job openings posted and distributed? Do they attract a wide array of applicants? Are certain groups excluded? Does the diversity of your workplace reflect the diversity of the wider community?
4. Do layoffs, reassignments, workplace closures, or other cutbacks disproportionately affect people of color?
5. What are the salary differentials between the lowest and highest paid workers? Are salaries for comparable work equal?
6. Are there "invisible" workers – people who cook, clean, or do maintenance, for example – who are not generally noticed or paid well?
7. Do the board of directors and the top-level management of your employer include significant numbers of people of color?
8. What is the racial composition of the group of people that actually owns your workplace? Who makes money from the profits of your work?
9. Are there jokes, teasing, put-downs, or harassment of people based on race, gender, sexual orientation, age, religion, or other differences?
10. Has there been or is there any racial or sexual harassment or discrimination, or charges of such, or investigations by any outside agency about such things? Do people of color describe discrimination or harassment at your workplace?
11. Does your organization provide products or services to people of color? If it does, is the clientele treated with respect and dignity? Do staff members make racial comments about clients? Is there any discrimination in how people are served or treated?
12. Do the advertising and publicity images that your employer produces convey a multiracial image or do they reinforce racial or sexual stereotypes?
13. Are there any workplace groups such as unions or affirmative action committees that monitor or respond to racial discrimination? Are they effective? Are they supported or hindered by management? Do they challenge or do they support racism?
14. Is your employer part of a larger organization, with manufacturing, or other facilities at other sites? Are those sites in communities of color? If they are, are workers paid the same as, and treated equally to, workers at your site?
15. Has your employer closed down or moved facilities to areas of the United States or to other countries in order to pay workers less or to avoid unionization, workplace safety regulations, or other oversight?
16. Does your company produce any kinds of toxic waste? If so, in which communities is the waste dumped?