



Locate systemic barriers

Policy & Practice Review

Policies alone do not establish whether an organizational practice is working.

Purpose. This review examines both the existence of relevant policies and the systems used to implement, communicate, monitor, and evaluate them.

Policy information

Policy / practice being reviewed _____ Effective date _____

Last reviewed _____ Responsible department _____

Responsible leader _____ Review date _____

Review

For each item select Yes / Partially / No / Not applicable.

Accessibility

- ☐ The policy is readily accessible to employees.
- ☐ Employees are informed when the policy changes.
- ☐ The policy is written in understandable language.
- ☐ Employees know where to obtain additional information.

Responsibilities

- ☐ Responsibility for implementing the policy is clearly defined.
- ☐ Manager / supervisor responsibilities are identified.
- ☐ Employee responsibilities are identified.
- ☐ Escalation responsibilities are identified.

Reporting and employee voice

- ☐ Employees have a defined mechanism for raising concerns.
- ☐ An alternative exists when the concern involves an immediate supervisor.
- ☐ Employees are informed about retaliation protections.
- ☐ The organization has a process for responding to reported concerns.

Accountability

- ☐ Implementation is monitored.
- ☐ Compliance can be measured.
- ☐ Leadership receives implementation information.
- ☐ Corrective action is defined when implementation is inadequate.

Evaluation

- ☐ The organization assesses whether employees understand the policy.
- ☐ The organization assesses whether the policy works as intended.
- ☐ Employee experience is considered when evaluating effectiveness.
- ☐ Findings result in revisions where necessary.

Review finding

- ☐ Policy appears aligned with organizational practice
- ☐ Minor implementation gap identified
- ☐ Significant implementation gap identified
- ☐ Additional workforce information required

Issues requiring action
