



## Action plan checklist

1. Demonstrate leadership and drive change			
ACTION ONE	Include an objective on anti-racism and tackling gender inequality in senior managers' performance management framework.		
What will you do in your organisation?			
What will success look like?			
Who is responsible?		When will this be completed by?	

<b>ACTION TWO</b>	Set targets to demonstrate accountability.		
What will you do in your organisation?			
What will success look like?			
Who is responsible?		When will this be completed by?	
<b>ACTION THREE</b>	Develop an anti-racist action plan on gender equality in your organisation.		
What will you do in your organisation?			
What will success look like?			
Who is responsible?		When will this be completed by?	

## 2. Understand and improve your workplace culture

ACTION ONE	Engage with women from racially minoritised groups in your workforce, and with organisations that represent them, to better understand the problems and solutions in your business.		
What will you do in your organisation?			
What will success look like?			
Who is responsible?		When will this be completed by?	
ACTION TWO	Ensure there's a clear and objective process in place for reporting racial and gender discrimination and/or harassment.		
What will you do in your organisation?			
What will success look like?			
Who is responsible?		When will this be completed by?	

<b>ACTION THREE</b>	Build capacity in staff handling complaints to enable them to better understand racially minoritised women's experiences of discrimination and harassment.		
What will you do in your organisation?			
What will success look like?			
Who is responsible?		When will this be completed by?	

### 3. Tackle racism and improve gender equality and diversity in your recruitment & promotion practices

<b>ACTION ONE</b>	Standardise your application process.		
What will you do in your organisation?			
What will success look like?			
Who is responsible?		When will this be completed by?	

<b>ACTION TWO</b>	Equality-proof your interview process.		
What will you do in your organisation?			
What will success look like?			
Who is responsible?		When will this be completed by?	
<b>ACTION THREE</b>	Build capacity in key people on equality and anti-racism in recruitment.		
What will you do in your organisation?			
What will success look like?			
Who is responsible?		When will this be completed by?	

## 4. Ensure learning and development are accessible to all

<b>ACTION ONE</b>	Ensure you have a transparent process for accessing learning and development.		
What will you do in your organisation?			
What will success look like?			
Who is responsible?		When will this be completed by?	
<b>ACTION TWO</b>	Offer a broader range of learning and development opportunities.		
What will you do in your organisation?			
What will success look like?			
Who is responsible?		When will this be completed by?	

<b>ACTION THREE</b>	Provide opportunities that are accessible to employees who work part-time or flexibly in another way.		
What will you do in your organisation?			
What will success look like?			
Who is responsible?		When will this be completed by?	

## 5. Create better quality flexible working for all

<b>ACTION ONE</b>	Offer part-time and other flexible options at all levels of your organisation		
What will you do in your organisation?			
What will success look like?			
Who is responsible?		When will this be completed by?	

<b>ACTION TWO</b>	Deliver capacity building for staff who make decisions on flexible working.		
What will you do in your organisation?			
What will success look like?			
Who is responsible?		When will this be completed by?	
<b>ACTION THREE</b>	Provide additional support to women returners.		
What will you do in your organisation?			
What will success look like?			
Who is responsible?		When will this be completed by?	



Close the Gap works in Scotland on women's labour market participation. We work with policymakers, employers and unions to influence and enable action that will address the causes of women's inequality at work.

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Close the Gap

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