

Leadership Accountability Checklist

Check all that apply and identify areas for growth.

Commitment & Vision	☐ I have clearly articulated my commitment to DEI & team culture.	NOTES
	☐ DEI & team culture goals are integrated into our strategic plan & leadership and team KPIs.	How do I model my commitment to DEI & team culture daily?
	☐ I consistently communicate the importance of equity and inclusion to my team.	
	☐ DEI is reflected in our organization's mission, vision and values.	
Measurement & Transparency	☐ We collect and analyze demographic & inclusion data regularly - for our team & in our work.	NOTES
	☐ Our team's DEI & culture goals and progress are shared transparently across the organization.	How do I use the DEI data we collect to inform my decisions?
	☐ Performance reviews include DEI indicators & are done quarterly.	
	☐ I celebrate team progress and acknowledge where improvement is needed.	
Culture & Behaviour	☐ I create psychological safety for open DEI & team culture dialogue.	NOTES
	☐ I respond constructively to feedback about bias or inequity.	How inclusive are my day-to-day leadership practices?
	☐ Inclusive behaviours are recognized & rewarded.	
	☐ My leadership decisions (hiring, promotions, policies) reflect equity.	
Learning & Growth	☐ I participate in ongoing DEI learning opportunities.	NOTES
	☐ I seek feedback and actively reflect on my biases.	What's one area of DEI learning that I will focus on this year?
	☐ I mentor and sponsor underrepresented employees.	
	☐ I encourage my team to learn and grow in DEI knowledge.	
Action & Influence	☐ I hold peers & my team accountable for DEI & culture commitments.	NOTES
	☐ I advocate for equitable practices in decision-making.	How can I inspire others through my leadership?
	☐ I use my influence to remove barriers and advance inclusion.	
	☐ I allocate resources and budget to DEI initiatives.	