This tool was developed to heighten your awareness of your agencies’/programs’ policies and procedures and the impact/influence of cultural and linguistic factors. NOTE: There is no answer key, but you should review those responses which you rated N.

Ratings:  Y : Yes       N : No

___ My agency/program has a mission statement which states that all persons shall receive appropriate services.

___ My agency/program has a visible policy that commits to providing a safe space for all individuals regardless of, race, ethnicity, gender, ability, language spoken, or sexual orientation.

___ My agency/program has a policy for providing conscience protections for staff or employees.

___ My agency/program has a policy for handling inappropriate language or behavior related to race, ethnicity, gender, ability, language spoken, or sexual orientation.

___ My agency/program provides support to supervisors and staff to allow them to enforce safe-space policies with employees and clients, as needed.

___ My agency/program has a list of interpreters and resources for making both manually coded and spoken communication available.

___ My agency/program actively recruits bilingual employees.

___ My agency/program actively recruits employees from underrepresented populations.

___ My agency/program actively recruits employees who have experience working with populations reflecting diverse cultural and linguistic backgrounds.

___ My agency/program has persons representing culturally and linguistically diverse backgrounds in leadership roles.

___ My agency/program promotes persons who speak with accents or dialects based on job performance, not based on use of Mainstream American English.

___ My agency/program provides feedback to all staff based on job performance, not based on use of Mainstream American English.

___ My agency/program’s materials are health literate.

___ My agency/program’s materials are available in multiple languages.

___ My agency/programs’ materials use images of diverse populations.

___ My agency/program’s forms are gender-inclusive to reflect all potential clients and their family/caregivers.

___ My agency/program provides and/or encourages training for increased cultural competence for all staff.

___ My agency/program provides health coverage for an employee’s domestic/lifetime partner.

___ My agency/program accommodates space or time off for religious and faith-based observances.

*Although several sources were consulted in the development of this checklist, the following document inspired its design: Goode, T. D. (2002). Promoting cultural and linguistic competence self-assessment checklist for personnel providing services and supports in early intervention and childhood settings (Rev. ed.). National Center for Cultural Competence, Georgetown University Center for Child and Human Development, University Center for Excellence in Developmental Disabilities Education, Research & Service.