WORKPLACES RESPOND
TO DOMESTIC & SEXUAL VIOLENCE
A NATIONAL RESOURCE CENTER

Resource Type: **Workplace Tools**
Primary Audience: **Employees & Survivors**

Culture Walk Checklist

Visible Indicators

1. Space Allocation: Is space allocated to non-managerial employees to meet and interact with?

	Points to Consider
❑ Yes ❑ No	• Do all employees feel ownership of and connection to other spaces? • What kind of space, if any, is available for employee use?

2. Space Allocation: Are the most desirable workspaces only assigned to managers and supervisors?

	Points to Consider
❑ Yes ❑ No	• How are work spaces allocated? • Who decides?

3. Common Areas: Do employees gather to have lunch in break rooms, meeting rooms, or kitchen areas together?

	Points to Consider
❑ Yes ❑ No	• Where are workplaces parties or celebrations held, if at all? • Do employees have the space and ability to gather privately without fear of supervisory or management oversight and intrusion?

4. Visual Displays: Do employees gather to have lunch in break rooms, meeting rooms, or kitchen areas together?

	Points to Consider
❑ Yes ❑ No	• Do employees have any say in what is displayed at the workplace?

	• Are employees able to express concerns without fear of retaliation? • Are displays accessible with respect to culture, language, and ability?

5. Visual Displays: Do employees display personal items in their workspaces?

	Points to Consider
❑ Yes ❑ No	• If so, what is the nature of personal items displayed? • Is there any guidance or oversight? • Are employees able to voice any concerns about the personal displays of their coworkers?

6. Employee Interactions: Are office doors closed more often than open?

	Points to Consider
❑ Yes ❑ No	• Are there any detectable social and emotional cues in employee interactions? • Do employees prefer to write each other emails or speak face-to-face? • Do supervisors have an "open door" policy?

7. Employee Interactions: Do employees feel safe and empowered to bring any concerns to management?

	Points to Consider
❑ Yes ❑ No	• How would employees bring a concern to a supervisor or management? • How do supervisors primarily communicate with subordinate employees? Through email? In person? • Is written communication polite, supportive, and casual? Or is it formal, hostile, or detached?

Invisible Indicators

1. Leadership and Supervisory: Do leadership and supervisory roles reflect the demographic characteristics of the workplace and community at-large?

	Points to Consider
❑ Yes ❑ No	• Are there any efforts to make leadership (executive, managerial, supervisory, and board of director, if applicable) more reflective? • If so, what are these efforts and how do workers perceive them?

2. Leadership and Supervisory: Do employees feel a sense of connection and access to workplace leadership?

	Points to Consider
❑ Yes ❑ No	• Do employees feel that they have allies in leadership roles? • Can they confidentially express concerns or make reports without fear of not being believed or retaliation? • Are concerns timely addressed?

3. Worker Awareness: Do employees perceive sexual harassment and violence as a major issue impacting their workplace?

	Points to Consider
❑ Yes ❑ No	• If so, why? Is it because of awareness of specific incidents?

4. Worker Awareness: Do employees know how, and to whom, they should report incidents of sexual harassment or violence?

	Points to Consider
❑ Yes ❑ No	• Is an alternate means of reporting available should the person to whom an employee should make a report is the perpetrator? • Do employees know what happens if they make a report?

5. Worker Awareness: Have employees been informed of any resources or accommodations (e.g., employee assistance programs, sick and safe leave, etc.) available to help address their safety, well-being, and other needs?

	Points to Consider

❑ Yes ❑ No	• What is the nature of the training employees have received about policies, procedures, and practices? • Do all employees, including supervisors, know what they should do if they witness or suspect acts of harassment, violence, or discrimination?

6. Workplace Environment: Are offensive comments or "jokes" ever told at the workplace?

	Points to Consider
❑ Yes ❑ No	• What happens if an employee makes an offensive comment? • Does it make any difference if a comment is made by a supervisor? • Do employees feel like they can address coworkers or supervisors who make offensive comments?

7. Workplace Environment: Do employees perceive biases in recruitment, pay, promotion, supervisor interaction and access, and other similar practices?

	Points to Consider
❑ Yes ❑ No	• How are employees (supervisory and non-supervisory) recruited into the organization? • How is pay determined? • Is there transparency in pay? • How are individuals selected for promotions?

Workplaces Respond provides technical assistance to workplace stakeholders seeking to better prevent and respond to domestic violence, sexual assault, stalking, and harassment impacting the workplace. Scan this QR code to access the Resource Center.

expressed herein or in any materials herein, are those of the authors and do not necessarily reflect the views of the Department of Justice, Office on Violence Against Women.