

# INCREASING EFFECTIVENESS OF SEPARATION SYSTEMS

SEPARATION SYSTEM TOOLKIT



EP :  
MAKE THE AUDI



# 1.0 Introduction

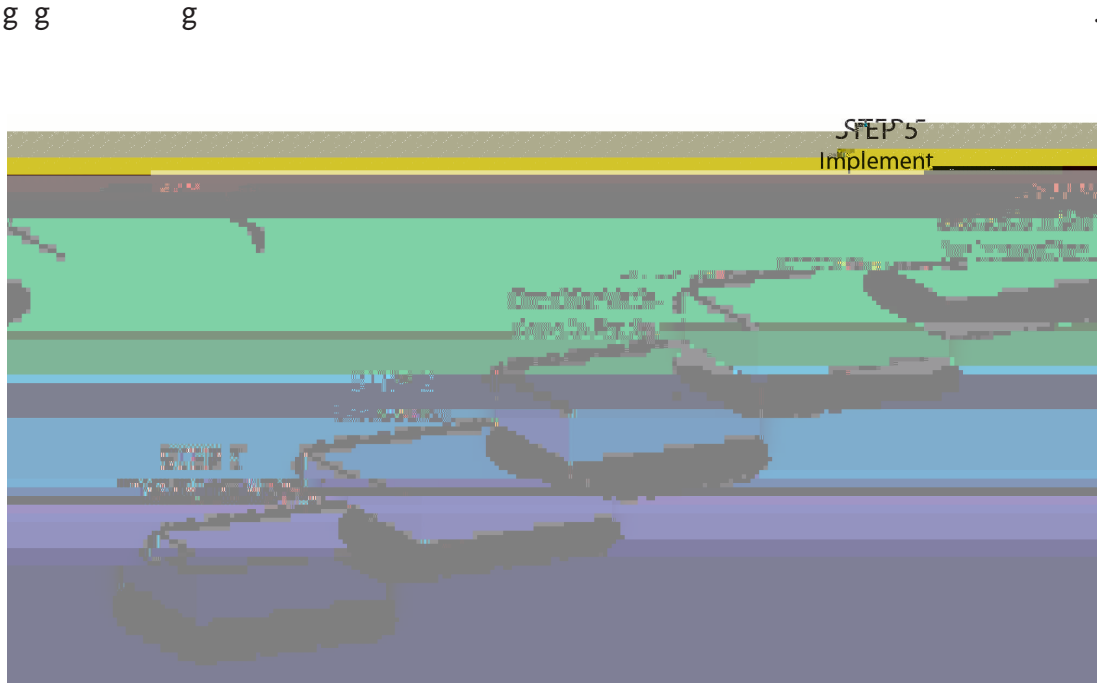
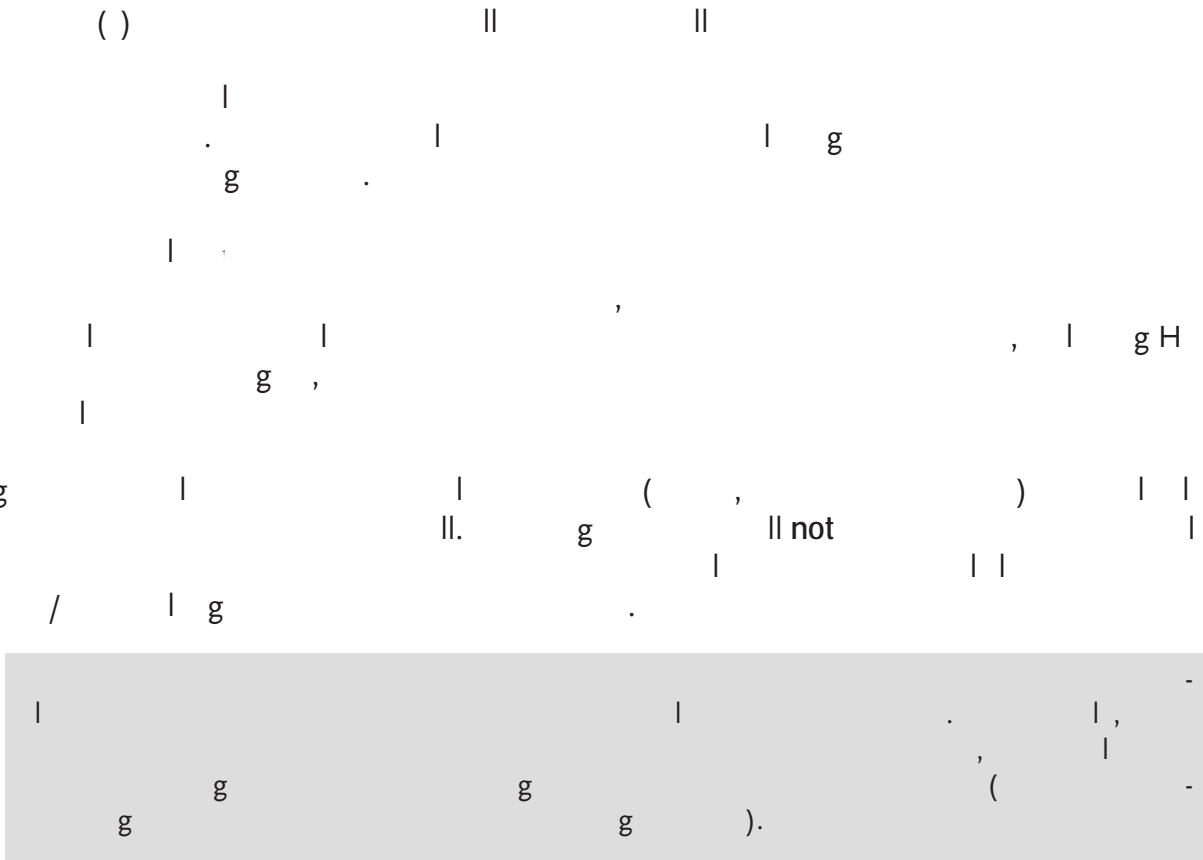


Figure 4: Step 1 of the Separation System Toolkit

## 1.1 Roles and Responsibilities

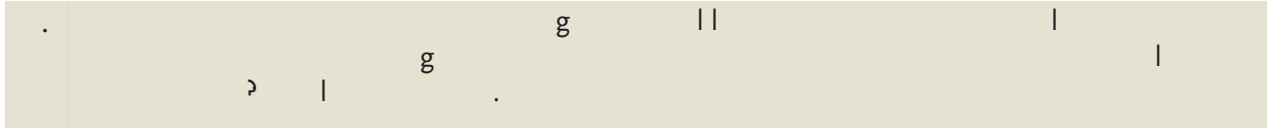




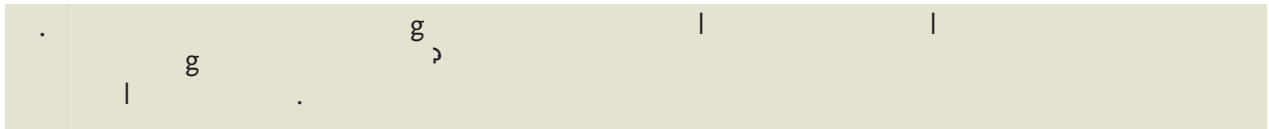
Separation System



Not at All To a Limited Extent To Some Extent To a Great Extent



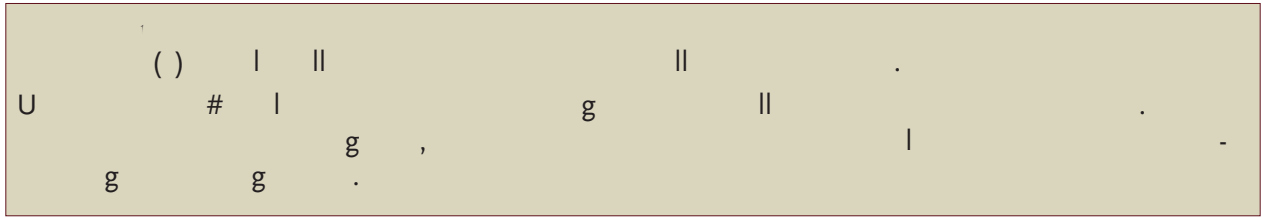
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**Task 2: Calculate Mean**



**Separation System Toolkit Worksheet #3**  
**Sample Tally Sheet for Audit Questions**

Question	Answer "Score" Respondent #1	Answer "Score" Respondent #2	Etc.	Total/Divided by # Respondents to Get Average Score for Your Organization $\frac{\text{Total}}{\text{Number of Respondents}}$
1. To what extent does your organization have written policies which ensure that decisions such as furloughs, lay-offs, and terminations are fair, without regard to employees' demographic or social identities??				
2. To what extent has your organization adopted practices that enable employees who have been terminated to request an inquiry about the decision?				
3. To what extent has your organization adopted practices, such as exit interviews, that give employees opportunities to discuss possible concerns about connections between their separation and inequities?				
4. To what extent does your organization routinely conduct audits to gain insight about the equity of separations?				
5. To what extent does your organization hold one or more employees (e.g., supervisors; Director of DEI, etc.) accountable for monitoring possible fairness of separations?				
6. To what extent does your organization hold one or more employees (e.g., supervisors; Director of DEI, etc.) accountable for monitoring possible fairness of separations?				
7. To what extent does your organization provide employees with equitable access to information pertaining to their separation?				



## Go to Step 2 of the Separation System Toolkit: Benchmark

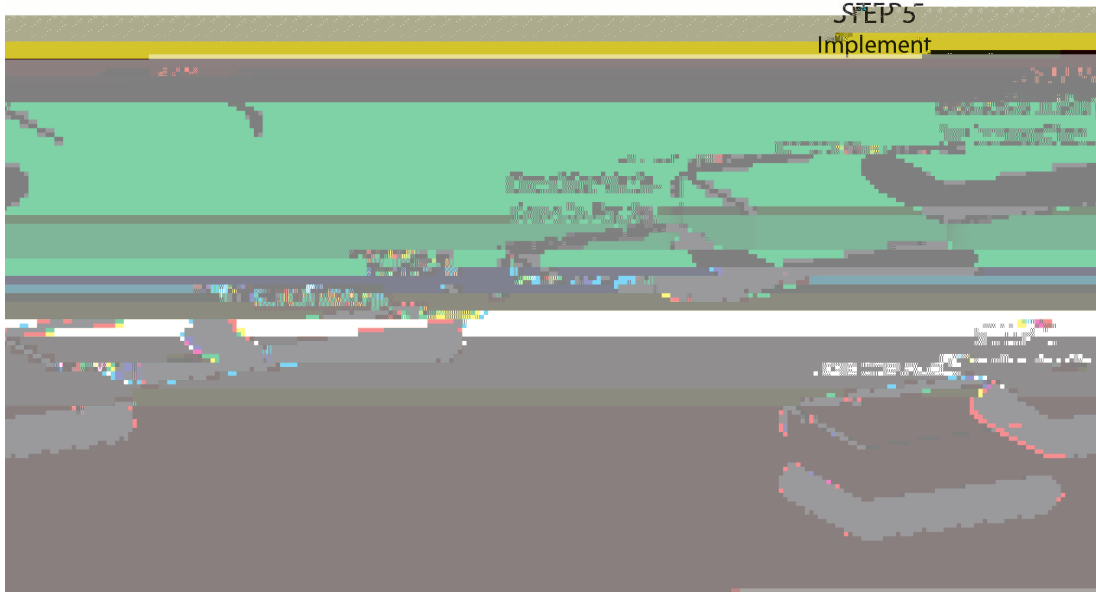


Figure 5: Step 2 of the Separation System Toolkit