

Checklist for Policy Development/Review

This checklist is designed to support the lead policy writer(s) in applying an equity-focused, anti-racist, and anti-discriminatory lens throughout the policy review process. It aligns with institutional commitments to equity, diversity, and inclusion (EDI), and aims to ensure that all policies are inclusive, accessible, and responsive to the needs of diverse communities.

Please use this checklist as a guide while drafting or revising a policy. It may be completed by the lead policy writer or the lead administrator.

Policy Name:

Date:

1. Implicit Bias and Anti-Racism & Anti-Discrimination Training

- ☐ All contributors have completed implicit bias training.
- ☐ All contributors have completed anti-racism and anti-discrimination training.

2. Embed Equity and Anti-Racism Principles

- ☐ The policy uses inclusive, non-discriminatory language.
- ☐ Any outdated or biased terms have been identified and addressed.
- ☐ Plain language is used to ensure accessibility for diverse audiences.
- ☐ There is a clear anti-racism and anti-discrimination statement that is relevant within the context of the policy.
- ☐ Relevant legal and institutional frameworks have been referenced.

3. Actively Consider Potential Biases

- ☐ Consideration was given on how the policy may affect various groups differently (e.g., racialized residents, international medical graduates, etc.).
- ☐ The [Racial Equity Impact Assessment Toolkit](#) or [CAMH Health Equity Impact Assessment Tool](#) was used to evaluate potential biases in the policy.

4. Engage Diverse Policy Reviewers

- ☐ The policy has been reviewed by a diverse group of individuals.
- ☐ There is an opportunity for contributors to provide confidential feedback if needed.
- ☐ There was a transparent process for providing the rationale for which changes were accepted and which were not.

5. Document Approval and Review Regularly

- ☐ The date of the original approval is clearly stated in the document.
- ☐ The policy includes the committee(s) who approved it and the date it was approved.
- ☐ The date of the next review of this policy is clearly stated in the document.

Example:

Date of original approval: *Month Date, Year*

Reviewed and approved by <Committee Name>: *Month Date, Year*

Date of next scheduled review: *approval Month Year + 4 years*