

# Equity Lens Tool

## STEP 1

### Establish Context:

What is the discussion, decision or what is being evaluated? What are known benchmarks, research, promising or best practices? What are we already doing well?

## STEP 2

### Review Values:

What are PENCILs values, competencies, actions or behaviors to be modeled and to guide how the topic is discussed, considered and presented?

- Collaborative & Inclusive, amplify the voices of marginalized communities
- Act with transparency and integrity
- Demonstrate kindness and gratitude

## STEP 3

### Evaluate Voice:

Consider underrepresented and marginalized identities within the organization. How are voices and experiences included, considered, represented, consulted in development and delivery?

- Disability
- LGBTQ+
- Member Type
- Socioeconomic status
- Neurodiversity, Cognitive Differences
- Race and ethnicity
- Generation & Geography
- Gender

## STEP 4

### Consider Impact and Outcomes for All Member Identities:

- What are the impacts, benefits, and/or consequences of the decision likely to be for majority and underrepresented identity groups?
- Are there known disparities? Does the decision/action/program improve, worsen, or make no change to existing disparities?

## STEP 5

### Decision:

Based on the discussion from steps 1-4, what is the best course of action? What actions or decision could address inequity and/or promote equity? What barriers may remain in place with this decision/action/ program? How can we measure impact?