



Guide 07



EUROPEAN
CHIPS
DIVERSITY
ALLIANCE



DEI checklist for operational environment

Created for managers and leaders to drive meaningful change

Purpose of the Tool

This tool is designed to help leaders and middle managers in the semiconductor industry to guide teams in leveraging everyone's contributions to achieve optimal outcomes. The tool is structured around practical interventions in seven key moments that can help build your team, foster clarity, fairness, and trust.

Its aim is to strengthen the workplace where all are respected and valued for their contributions and help to get work done.

Whether you lead 3 or 30 people, the prompts listed here are designed to support you for consistent, fair, and motivating guidance.

Please note that this tool is based on and provides **evidenced-based practices**; it is not intended to regulate behavior, but rather to support the exploration of ways in which we can make small and continual adjustments in a collaborative and supportive workplace.

How to Use the Tool

Review the checklist quarterly as part of performance (review) or team planning.

Choose one section to focus on per month.

Use it in 1:1s, retrospectives, or with your leadership peer group.

Check what you already do - and what might be missing.

Share it with your team and invite ideas for improvement.

When You're Leading a Meeting

- Share the agenda in advance
- Invite input from everyone
- Rotate roles like presenting or note-taking
- Allow camera-optional meetings
- Take note of local or cultural holidays

When You're Assigning Work or Projects

- Track who's getting visible/high-impact projects
- Don't rely only on volunteers
- Be mindful when recommending team members for external opportunities

When You're Checkin In

- Ask how people are doing
- Normalize time off or to recharge
- Respect time zones and boundaries
- Include remote workers in celebrations

When You're Giving Feedback

- Give feedback regularly
- Use skills-based, objective language
- Be aware of tone across cultures
- Share transparently how evaluations and promotions work

When You're Making a Decision

- Explain how decisions were made
- Use consistent criteria for approvals
- Ask: 'Would this feel fair from another perspective?'
- Include remote/hybrid colleagues in updates and decisions

When You're Setting up People for Success

- Ask team members about their goals regularly
- Help connect employees to mentors or sponsors
- Spot talent that isn't self-promoting
- Create a buddy system for peer learning

When You're Strengthening Commitment

- Acknowledge people's efforts and progress
- Check in when someone seems disengaged
- Share feedback that shows long-term interest
- Highlight contributions in visible places where appropriate
- Make time for informal conversations

Find more opportunities and tools, get in touch with the ECDA team!



www.diversityinchips.eu

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