https://docs.google.com/forms/d/e/1FAIpQLSdhorF9blVxMRnsFPXrT_7rVOxZF3xSzMWMqNtMubPhiKccsA/viewform?usp=publish-editor

INKEY – Survey for Mapping Inclusive Companies *Assessment of Diversity & Inclusion practices and challenges.* Your answers will contribute to the development of the IN-KEY model and the European Quality Label for inclusive internships. IN-KEY is funded by the European Union under the Erasmus+ Programme.

The survey is addressed to HR managers or staff responsible for inclusion and host arrangements. Estimated completion time: approximately 10 minutes across 11 sections.

We welcome contributions from all types of organisations, regardless of their legal form, sector, size, or level of experience in Diversity & Inclusion, including private companies, social enterprises, cooperatives, public institutions, NGOs, non-profit organisations, start-ups, and other types of organisations. All responses will be anonymised, aggregated, and processed in compliance with GDPR requirements. Thank you for your valuable support.

* Mandatory question

INKEY PROJECT - GRANT AGREEMENT 2025-1-IT02-KA220-HED-000359257

FUNDED BY ERASMUS+ PROGRAMME

Would you like to respond anonymously or leave your contact details?*

- Yes, I am happy to share my name and email address so that the project team can contact me, provided that my personal data and the information provided about my organisation in this survey will be used and shared only in aggregated and anonymous form.
- No, I prefer to respond anonymously

Contact Details:

Company name *:

Email *:

🟦 SECTION 1 – Company Information

first section of 11

Headquarters (city, country) *:

Sector of activity *:

- Manufacturing
- Services
- ICT
- Logistics&Transport
- Education/Universities
- Non-profit/Third Sector
- Cultural & Creative Industries
- Public Sector
- Other (specify)

If select Other, specify here:

Number of employees:*

- 1–9
- 10–49
- 50–249
- 250+

Type of organisation *:

- Private company
- Social enterprise / Cooperative
- Public institution
- NGO / Non-profit
- Start-up
- Other

Once you have completed the survey, would you be interested in being contacted for an interview about your organisation's Diversity & Inclusion policies, challenges, or best practices, and potentially contributing as a speaker to the IN-KEY Final Conference in Brussels (online or in person)? *

- Yes - please insert your contact and preferred way of participation (online - in person)
- No

Contact person

Name and Surname, position, email, phone (optional):

🟩 SECTION 2 – Diversity & Inclusion Policies and Governance

1 section of 11 completed

Do you have a formal written Diversity & Inclusion policy? *

- Yes, public & internal
- Yes, informal guidelines
- No
- Don't Know

Does top management/board explicitly support D&I initiatives?

Labels: 1 = Not at all — 5 = Fully *

- 1
- 2

- 3
- 4
- 5

Is there a person or metric tied to D&I success in your company? *

- Yes
- No

🟥 SECTION 3 – Recruitment, Selection and Onboarding

2 section of 11 completed

Do you have recruitment procedures adapted to candidates with fewer opportunities? *

- Yes
- No
- Don't Know

Do you use specific channels to reach candidates with fewer opportunities (associations, employment centers, universities, ESN)? *

- Yes - specify
- No
- Don't Know

Which channels do you use? (If answer Yes in the previous question.):

Are selection steps modified upon request (alternative tests, longer interviews, written vs oral)? *

- Always
- Often
- Rarely
- Never
- Not applicable

Does onboarding process include specific inclusion measures or activities (buddy system, check-ins, adjustments)? *

- Yes — please describe
- No

Describe if select Yes previously.

🟧 SECTION 4 – Physical and Digital Accessibility

3 section of 11 completed

Are your physical premises accessible to people with reduced mobility (ramps, lifts, accessible toilets)?

Labels: 1 = Not at all — 5 = Fully *

- 1
- 2
- 3
- 4

- 5

Are your digital tools (websites, portals) accessible to people using assistive technology? *

- Yes
- No
- Don't Know

Do you provide accommodations for sensory disabilities (screen readers, captions, amplification tools)?

Labels: 1 = Not at all — 5 = Fully *

- 1
- 2
- 3
- 4
- 5

🟪 SECTION 5 – Training and Skills Development

4 section of 11 completed

Do you provide mandatory D&I training for managers or for your staff ? *

- Yes, regularly (at least annually)
- Occasionally (workshops, seminars)
- No

Do you have mentorship programmes for employees with specific needs? *

- Yes — please describe
- No

Describe if select Yes previously:

Do you provide structured mentoring or support for interns (e.g. tutor, buddy, regular check-ins)?*

- Yes, structured programme
- Yes, informal support
- No

🟫 SECTION 6 – Organisational Culture, Wellbeing and Retention

5 section of 11 completed

Do you run climate surveys and inclusion perception surveys or regularly track D&I metrics? *

- Yes
- No
- Don't Know

Are there safe reporting channels for discrimination / non-inclusive behaviour? *

- Yes - specify
- No

Specify:

Do you provide wellbeing benefits? (choose one or more) *

- Flexible working hours
- Remote / hybrid work options
- Additional paid leave (beyond legal requirements)
- Mental health support (e.g. counselling, helpline)
- Health insurance or medical support
- Work-life balance initiatives (e.g. reduced hours, flexible schedules)
- Financial wellbeing support (e.g. bonuses, subsidies, allowances)
- Team-building or social activities
- Diversity & inclusion initiatives (e.g. awareness events, internal groups)
- Mentoring or coaching programmes
- Accessibility accommodations for employees with disabilities
- Language support or training
- None of the above
- Other (please specify)

Specify:

Do you provide financial support or use public funds?

- Yes
- No
- Don't Know

Specify:

🟧 SECTION 7 – D&I Data and Monitoring

6 section of 11 completed

Which of the following D&I indicators do you monitor? *

- Gender balance
- Employees with disabilities
- Employees with migrant background
- Socio-economic background (if available)
- Age diversity
- Staff turnover
- Training participation
- None
- Other (specify)

Specify:

How often do you produce D&I reports? *

- Annually
- Biennially
- On demand
- Never

🟦 SECTION 8 – Past Experience with Internships with fewer opportunities

7 section of 11 completed

Have you hosted interns with fewer opportunities? *

- Yes — how many in the last 3 years? — describe most significant case
- No
- Not applicable

Describe if select Yes previously:

What were the main challenges you encountered in hosting such interns? *

- Lack of experience or training in D&I
- Need for additional supervision or mentoring time
- Difficulty adapting tasks to individual needs
- Lack of internal guidelines or procedures
- Communication barriers (language, cultural differences)
- Accessibility issues (physical or digital)
- Administrative or bureaucratic complexity
- Financial constraints or additional costs
- Lack of external support (institutions, universities, services)
- Difficulties in team integration
- Concerns about productivity or performance
- No significant challenges experienced
- Don’t know
- Other (please specify)

Specify:

Which adjustments have you implemented or would you be willing to implement to support interns with fewer opportunities? *

- Adaptation of tasks or responsibilities
- Specific D&I guidelines
- Specific Training on D&I
- Flexible working hours or remote working
- Assignment of a mentor or tutor
- Physical workplace adaptations
- Digital accessibility improvements
- Simplified or adapted communication methods or language support
- Collaboration with external support services (e.g. universities, NGOs)
- Emotional or wellbeing support measures
- No adjustments implemented
- Don’t know/Not applicable
- Other (please specify)

Specify:

Do you usually provide financial compensation to interns?

- Yes, always
- Yes, in most cases
- Occasionally
- No

What type of financial support do you provide? (select what is applied)*

- Salary / allowance
- Meal vouchers
- Transport support
- Accomodation support
- Other)please specify)
- None

Describe if select "other" previously:

🟩 SECTION 9 – Willingness to Host INKEY Interns

8 section of 11 completed

Would you be willing to host interns selected under funded project? *

- Yes — approximate number of places
- Maybe — depending on adaptations required
- No — please explain

Number (if answer Yes) or Explenation (If answer No):

Which support would you need to host an intern with fewer opportunities? (select all) *

- Tutor training
- Resources for physical/technical adaptations
- Administrative support
- Financial incentives / co-funding
- Other (Please specify)

Specify if select "other".

Would you be interested in attending a free online D&I seminar on inclusive internships and diversity practices? *

- Yes
- No

If select Yes, please indicate preferred period (1 hour circa per webinar), from sept 2026 to apr 2027. Indicate preferred days of the week and timing. *:

🟪 SECTION 10 – Final Comments

9 section of 11 completed

Share a brief D&I good practice you implemented and consider replicable. — text (max 300–500 words)

Would you like to receive the INKEY Toolkit once the project is completed? *

- Yes
- No

Please enter an email contact to send the material:

Please specify the language:

10 section of 11 completed

GDPR CONSENT: I consent to the processing of my data for the purposes of the INKEY project. Select Yes to continue the questionnaires. *

- Yes
- No

Thanks for your Support.



11 section of 11 completed

Co-Funded bu Erasmus+ Programme

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Scoring & analysis

100 TOTAL POINTS

Section	Max Score
2. Governance & D&I policies	15
3. Recruitment, Selection and Onboarding	15
4. Accessibility	15
5. Training	15
6. Organizational culture	15
7. D&I Monitoring	10
8. Past experiences	13
9. Readiness & interest	2

2 – GOVERNANCE & STRATEGIC COMMITMENT

Max: 15 points

1.1 Formal D&I policy

Answer	Score
Yes, public & internal	5
Yes, informal guidelines	2
No / Don't know	0

1.2 Management support

Scale	Score
1	0
2	1
3	3
4	4
5	5

1.3 D&I person or metric

Answer	Score
Yes	5
No	0

3 – INCLUSIVE RECRUITMENT & ONBOARDING

Max: 15 points

Adapted recruitment

Answer	Score
Yes	5
No / Don't know	0

Specific channels

Answer	Score
Yes	4
No / Don’t know	0

Selection steps modified upon request

Answer	Score
Always	3
Often	2
Rarely	1
Never / N.A.	0

Inclusive onboarding with specific mesaures

Answer	Score
Yes	3
No	0

4 – ACCESSIBILITY

Max: 15 points

Physical accessibility

Scale	Score
1	0
2	1
3	3
4	4
5	5

Digital accessibility

Answer	Score
Yes	5
No / Don’t know	0

Sensory accommodations

Scale	Score
1	0
2	1
3	3
4	4
5	5

5 – TRAINING & SKILLS DEVELOPMENT

Max: 15 points

D&I training

Answer	Score
Regularly	5
Occasionally	2
No	0

Mentorship programmes

Answer Score
Yes 5
No 0

Structured mentoring interns
Answer Score
Structured programme 5
Informal support 2
No 0

6 – ORGANISATIONAL CULTURE & WELLBEING
Max: 15 points

Climate surveys
Answer Score
Yes 3
No / Don’t know 0

Safety reporting channels
Yes 3
No 0

Wellbeing benefits
Count selections
Number selected Score
None 0
1–3 1
4–6 2
7–9 4
10+ 7

Do you provide financial support or use public funds?

Yes 2

No/dn 0

7 – D&I MONITORING & DATA
Max: 10 points

D&I indicators monitored
Number selected Score
None 0
1–2 2
3–4 4
5+ 6

Reporting frequency

Answer	Score
Annual	4
Biennial	2
On demand	1
Never	0

8 – PAST EXPERIENCE WITH INCLUSIVE INTERNSHIPS
Max: 13 points

Previous experience

Answer	Score
Yes	2
No / N.A.	0

Challenges encountered
reverse scoring counted

Answer	Score
No significant challenges	3
1–3 challenges	1
4+ challenges	0

Adjustments implemented

Number selected	Score
None	0
1–2	2
3–5	4
6+	5

Financial compensation and support provided
Financial support

Answer	Score
Yes:	2
In most cases/occasionally:	1
No:	0

Type of support:

Answer	Score
0	0
1-2	1
3-4	2
5+	3

AREA 9 – INTERNSHIP READINESS & COMMITMENT
Max: 2 points

Interest in seminar

Answer	Score
Yes	2
No	0

FINAL CLASSIFICATION

Score	Maturity Level
0–39	INITIAL
40-59	DEVELOPING READINESS
60–74	ADVANCED READINESS
75–100	EXCELLENCE READINESS

- Initial Readiness: below 40 points Organisations with limited, fragmented or mainly informal inclusive practices.
- Developing Readiness: 40–59 points Organisations showing willingness and some relevant practices, but still requiring more structured tools, procedures and support.
- Advanced Readiness: 60–74 points Organisations with several established practices, stronger internal structures and a more developed inclusion framework.
- Excellence Readiness: 75–100 points, organization with a full established practice, structured process of monitoring, onboarding and tutoring.