

[Instructions: All red information contained in brackets “[]” should be replaced with your company’s / organization’s information. This template should be modified according to your specific policy needs. This template is offered for informational purposes only, and does not constitute legal advice.]

[Company/Organization Name] Policy

Diversity, Equity and Inclusion

Our Vision for Diversity Equity and Inclusion

At [Company/Organization Name], we are committed to fostering a diverse workforce and maintaining a workplace that is equitable, inclusive and safe for all employees. [Add a sentence or two about how the DEI vision supports the organization’s overall vision]

Focus Areas

To achieve our Diversity, Equity, and Inclusion (DEI) goals, we have developed this DEI Policy that currently focuses on four key areas of our organization. We expect that DEI focus areas will evolve and improve over and that this Policy will need to respond and refocus on other areas. Therefore, this policy shall be reviewed on an annual basis and updated as necessary.

Recruitment, Onboarding and Retention: We believe that a DEI-friendly work environment fosters a sense of belonging and psychological safety for all employees. Therefore, our recruitment, hiring and retention processes shall integrate DEI principles.

- **Recruitment:** Hiring managers and supervisors shall be educated to ensure that the hiring process is equitable, inclusive, and unbiased.
- **Onboarding:** As part of the onboarding process, we are committed to building an inclusive work environment by having a team orientation and feedback loop for all new employees.
- **Retention:** We are committed to equitable promotion opportunities and equitable and inclusive employee engagement.

Leadership and Employee Development: Leaders shall be committed to integrate DEI principles, and establish equity in access to development opportunities for all employees. Our commitment to strong DEI leadership is a top-down approach starting with the highest ranking employee [Note: replace, “highest ranking employee” with title, e.g., President, CEO, owner] of [Company/Organization Name]

Workplace Culture: We shall ensure a work environment where all employees are treated with respect. All employees shall ensure their workplace interactions focus on inclusion and belonging,. We shall engage with employees regularly to promote a workplace that is free from harassment and encourages everyone to bring their full and authentic selves to the workplace.

Ownership: We shall assess the effectiveness of programs, and promote ownership and responsibility of employees, supervisors, and leadership at all levels for developing,

supporting, and demonstrating the tenets of DEI in all [Company Name] policies, programs, and practices.

Document Owner: [Enter the name of the person responsible for revising this document]

Revision Date: [Enter date revised]

Review Date: [Enter annual review date]