

Chapter:	Governance & General Administration		
Title:	Diversity, Equity and Inclusion		
Policy: <input checked="" type="checkbox"/> Procedure: <input type="checkbox"/>	Review Cycle: Triennial Author: CEO	Adopted Date: 05.2023 Review Date: 05.2023	Related Policies: Equal Employment Opportunity Procurement Reasonable Accommodations

Purpose:

This document sets Hopeful Horizons’ (HHs’) policy in relation to our diversity, equity and inclusion (DEI) values and guides the Board of Directors, management, employees, volunteers and community partners in developing an inclusive culture.

Scope:

This policy applies to

- All HH Staff Selected HH Staff, as specified:
- HH Board Members HH Volunteers
- Other: Clients/Survivors, Community Partners

Policy:

DEI are among HHs’ core values. HH prioritizes equitable inclusion of people of all gender identities, ages, races, ethnicities, national origins, cultures, religious or political beliefs, languages, education levels, socioeconomic backgrounds, family or relationship statuses, sexual orientations, genetics, and/or abilities. HH is committed to achieving short- and long-term DEI goals that respond to the evolving needs of our workforce, our clients and the communities served.

- A. **Board Responsibilities:** DEI is everyone’s responsibility at HH. It requires purposeful action every day. The Board is responsible for:
 - Setting policy that supports a culture aligned with the organization’s DEI values
 - Approving resources necessary to support Board and employee development in DEI principles and concepts
 - Monitoring organization results and progress of DEI related goals and objectives

- B. **Employee Responsibilities:** Every employee is responsible for:
 - Respecting the dignity and diversity of all people
 - Creating an inclusive environment that is free from discrimination, harassment and bullying
 - Enhancing their awareness of potential unconscious bias and how that might hinder our ability to be more inclusive and collaborative with one another
 - Focusing on conscious inclusion to be more intentional with their actions to drive diversity, equity and belonging
 - Committing to achievement of organizational goals to help HH meet our DEI responsibilities

C. **Leadership Responsibilities:** Additionally, leaders are accountable for specific DEI responsibilities and for achieving DEI outcomes as part of their job performance. These responsibilities include but are not limited to:

- Ensuring that employment-related decisions are free from discrimination
- Setting DEI goals to foster diverse representation and an inclusive environment within HHs' teams
- Engaging in conscious inclusion and other behaviors that promote equity
- Mitigating potential unconscious bias in employment decisions and talent practices (including performance and development, compensation, hiring)
- Drawing from a broad pool of talent to inclusively reach talent and develop a workforce that reflects the communities we serve
- Providing reasonable accommodations for qualified individuals
- Creating an inclusive and safe work environment that supports DEI and behaviors that reinforce values
- Ensuring a work environment that is free from discrimination, harassment and bullying
- Consistently displaying inclusive leadership behaviors valuing all perspectives and listening to diverse points of view
- Cultivating a culture that inspires respect for all employees, volunteers, clients, contractors, and community stakeholders
- Appropriately addressing any other behavior not consistent with this or other policies

Communication and Training:

HHs' Board members, employees, volunteers and other representatives shall receive initial orientation inclusive of the organization's DEI policy. As policies and procedures are reviewed and updated employees, volunteers and Board members shall receive information about related changes. Communication about policy changes shall include a link to the current policy on the HHs' website.

Definitions:

1. **Diversity:** The collective mixture of differences and similarities that includes individual and organizational characteristics, values, beliefs, experiences, backgrounds, preferences, and behaviors. We honor and value diversity because it strengthens the organization and fosters innovation and creativity, which improves performance. A diverse work environment enhances inclusivity and the feeling of belonging of our staff.
2. **Equity:** Reflects our commitment to providing consistent and systematic fair and impartial environment for all employees, volunteers, clients, and community partners. We commit to challenging biases that limit equity within HH.
3. **Inclusion:** The achievement of a work and service environment in which all individuals are treated fairly and respectfully, have equal access to opportunities and resources, and can contribute fully to their own and the organization's success. Without inclusive practices, a diverse environment cannot be achieved.

Other Related Materials:

Hopeful Horizons' Core Values
Request for Reasonable Accommodations Procedure
Recruitment and Hiring Procedures

References/Legal Authority:

[Diversity and Inclusion Efforts That Really Work, D. Pedulla, Harvard Business Review, 5.12.2020.](#)

[How to Make DEI Work Inside and Out: Best Practices for Building and Inclusive Company Culture, Sarah Peiker, Forbes, 11.4.2022.](#)

Change Log:

Date of Change	Description of Change	Responsible Party
5.2023	Updates the policy to the new format; Expands the policy scope beyond employment practices; Clarifies responsibilities for the Board, employees and leadership, Adds communication and training requirements; Adds definitions; Adds applicable references	N. Miller, Program Evaluation Consultant