



CultureAlly

All your diversity, equity and inclusion solutions in one place.



How to use this document:

Diversity, Equity & Inclusion DEI Policy Template

Check our website out for more free DEI resources!



All your diversity, equity and inclusion solutions in one place.

Free DEI Policy Template

CultureAlly is a global diversity, equity and inclusion (DEI) company offering solutions through consulting, training and e-learning for workplaces that want to make meaningful progress.

How to use this document:

- ✓ In the proceeding section, enter in the details in the sections marked with arrows. For example, you will see `<Organization>` where you can put the name of your workplace.
- ✓ Add in the information about the specifics of other documents that may be referred to, such as your Employee Code of Conduct.
- ✓ Ensure there is a signatory that will be responsible for the accuracy of this document.
- ✓ Utilize the "Completed Sample" only as reference. Remove the cover page and the "Completed Sample" section.
- ✓ Share with the organization and post on your website. Congratulations on making Diversity, Equity and Inclusion a priority in your organization!

Check our website out for more free DEI resources!



CultureAlly

All your diversity, equity and inclusion solutions in one place.

CHECKLIST OF BEST PRACTICES IN POLICY WRITING:

- ✓ Were definitions provided for specific terms that may not be commonly understood by the intended audience?
- ✓ Were acronyms and abbreviations fully spelled out and clarified within the policy?
- ✓ Are there opportunities to simplify the way a policy is written?
- ✓ Are there non-gendered pronouns?
- ✓ Is there non-gendered language in the description of family members that may be utilized, such as parent vs. mother/father?
- ✓ Are there other gendered language that may be mitigated, such as maternity/paternity leave vs. pregnancy/parental leave?
- ✓ Do any words used have racist or xenophobic origins or implications?
- ✓ Are colloquialisms that use figures of speech or metaphors avoided?
- ✓ Is the policy audience (e.g. all staff, Board members, volunteers) informed of, and have access to organizational policies?
- ✓ Is there a contact person that folks can reach out to if they have questions or require assistance regarding a particular policy?
- ✓ Are resources for additional information available, appropriately cited, and linked within the policy?
- ✓ Is plain language used throughout the policy?
- ✓ Is there accessible design and layout in the policy document?
- ✓ Is information organized for an accessible reading experience?



All your diversity, equity and inclusion solutions in one place.

Template DIVERSITY, EQUITY AND INCLUSION POLICY

Policy Purpose:

This policy affirms <Organization>'s commitment to foster a diverse, equitable and inclusive organizational culture that encompasses our legal, moral, and ethical responsibilities.

Scope/Applicability:

This policy applies to all staff, volunteers, board members, and members of the general public who interact with <Organization>.

Policy Statement:

- We are committed to creating an environment where everyone feels safe, respected, and valued.
- We will ensure that the provision of our programs and services are fair and equal to all individuals, regardless of their identities.
- We will act in a manner that is consistent with the Universal Declaration of Human Rights (UDHR) and/or any other applicable legislation.
- We will encourage and support staff and volunteer training and development to promote Diversity, Equity and Inclusion (DEI) awareness and skills.

Definitions:

Diversity:

Diversity refers to the many identities that make us unique and affect our experiences and interactions with each other. This includes, but is not limited to our differences in race, national or ethnic origin, citizenship, color, religion, sex, sexual orientation, gender identity, gender expression, income source, age, and mental or physical ability, as described in the Universal Declaration of Human Rights (UDHR) .



All your diversity, equity and inclusion solutions in one place.

Template DIVERSITY, EQUITY AND INCLUSION POLICY

Equity:

Equity refers to fair treatment, access, and opportunities for all individuals. To produce equity, we must address the unequal conditions and positions of people and communities, created by historical and systemic barriers.

Inclusion:

Inclusion refers to an environment where everyone has the opportunity to fully participate, and each person is valued for their distinctive skills, experiences, and perspectives.

Responsibilities:

List specific roles within the organization that are responsible for upholding this policy.

For example:

- <All staff, volunteers, board members, and organization partners> are responsible for the success of this policy.
- <Job Title> is responsible for facilitating the communication and operation of this policy to all staff and volunteers, including the provision of appropriate trainings that are available.

References and Related Policies:

- List other related organizational policies, such as Code of Conduct, Respect Policy, Anti-Discrimination, etc.

List the policy-governing contacts below so that individuals know where to seek help and ask questions. Example:

To contact the <Job Title>:

- <Name>
- <Office Address>
- <Phone/Fax Number>
- <Email Address>
- <Date>



All your diversity, equity and inclusion solutions in one place.

Sample DIVERSITY, EQUITY AND INCLUSION POLICY

Policy Purpose:

This policy affirms CultureAlly's commitment to foster a diverse, equitable and inclusive organizational culture that encompasses our legal, moral, and ethical responsibilities.

Scope/Applicability:

This policy applies to all staff, volunteers, board members, and members of the general public who interact with CultureAlly.

Policy Statement:

- We are committed to creating an environment where everyone feels safe, respected, and valued.
- We will ensure that the provision of our programs and services are fair and equal to all individuals, regardless of their identities.
- We will act in a manner that is consistent with the Universal Declaration of Human Rights (UDHR) and/or any other applicable legislation.
- We will encourage and support staff and volunteer training and development to promote Diversity, Equity and Inclusion (DEI) awareness and skills.

Definitions:

Diversity:

Diversity refers to the many identities that make us unique and affect our experiences and interactions with each other. This includes, but is not limited to our differences in race, national or ethnic origin, citizenship, color, religion, sex, sexual orientation, gender identity, gender expression, income source, age, and mental or physical ability, as described in the Universal Declaration of Human Rights (UDHR) .



All your diversity, equity and inclusion solutions in one place.

Sample DIVERSITY, EQUITY AND INCLUSION POLICY

Equity:

Equity refers to fair treatment, access, and opportunities for all individuals. To produce equity, we must address the unequal conditions and positions of people and communities, created by historical and systemic barriers.

Inclusion:

Inclusion refers to an environment where everyone has the opportunity to fully participate, and each person is valued for their distinctive skills, experiences, and perspectives.

Responsibilities:

All staff, volunteers, board members, and organization partners are responsible for the success of this policy. The Head of Human Resources responsible for facilitating the communication and operation of this policy to all staff and volunteers, including the provision of appropriate trainings that are available.

References and Related Policies:

This policy is in conjunction with but not limited to CultureAlly's:

- Code of Conduct
- Employee Respect Policy

Signed by and on behalf of CultureAlly:

Ashley Kelly

CultureAlly CEO, Ashley Kelly, ashley@cultureally.com