

# Diversity and Inclusion Policy

Document Version: \_\_\_\_\_

Approved By: \_\_\_\_\_

Effective Date: \_\_\_\_\_

## 1. Purpose

Outline the purpose of this policy, such as affirming the organization's commitment to diversity and inclusion.

## 2. Scope

Describe to whom the policy applies (e.g., all employees, contractors, job applicants, etc.).

## 3. Policy Statement

Articulate the organization's statement on diversity and inclusion. Define how the organization will foster an inclusive and diverse environment.

## 4. Definitions

- **Diversity:** \_\_\_\_\_
- **Inclusion:** \_\_\_\_\_
- **Other relevant terms:** \_\_\_\_\_

## 5. Commitments

- **Commitment 1:** \_\_\_\_\_
- **Commitment 2:** \_\_\_\_\_
- **Commitment 3:** \_\_\_\_\_

## 6. Responsibilities

- **Management:** \_\_\_\_\_
- **HR:** \_\_\_\_\_
- **Employees:** \_\_\_\_\_

## 7. Implementation

Describe processes or practices for implementing the policy, such as training, recruitment, or reporting.

## 8. Reporting and Addressing Concerns

Explain how concerns can be reported and how the organization will address them.

## 9. Review

State how often the policy will be reviewed and updated, and who is responsible for this.

## 10. Related Policies and References

- Related policy 1: \_\_\_\_\_
- Related policy 2: \_\_\_\_\_

## **11. Approval**

**Approved by:** \_\_\_\_\_

**Date:** \_\_\_\_\_