

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: _____