

# Inclusive Work Environment Policy Outline

## 1. Purpose

- [State the purpose and intent of the policy]

## 2. Scope

- [Define who the policy applies to]

## 3. Policy Statement

- [State commitment to inclusion, equity, and diversity]

## 4. Definitions

- [Define terms such as inclusion, diversity, equity, etc.]

## 5. Roles and Responsibilities

- [Outline expectations for employees, management, leadership]

## 6. Inclusive Practices

- [Describe recommended inclusive behaviors and practices]

## 7. Reporting and Addressing Concerns

- [Summarize processes for raising and addressing inclusive workplace issues]

## 8. Training and Awareness

- [Describe training and educational resources]

## 9. Review and Updates

- [Specify how and when the policy will be reviewed and updated]

## 10. Related Documents

- [List references to other relevant policies or documents]