

Attachment E
Sample Diversity, Equity, and Inclusion Plan
Developed by Bay Region Advisory LLC, Charlotte Rich

OYSTER RECOVERY PARTNERSHIP INC.

DIVERSITY, EQUITY, and INCLUSION PLAN

A. Diversity, Equity, and Inclusion Statement:

Oyster Recovery Partnership Inc. is an environmental nonprofit that is committed to sharing their values of diversity, equity, and inclusion as part of their growing initiatives in the shellfish ecological restoration, commercial fishery and aquaculture industry in the Chesapeake and Coastal Bays. ORP is dedicated to the integration of diverse, equitable, and inclusive topics within its policies, plans, and procedures while aligning with the mission. The organization recognizes the benefits of recruiting and retaining a diverse group of staff, board members, and volunteers and strives to create an equitable workplace culture where individuals, share different ideas and collaborate in strong decision-making practices. ORP's leadership addresses both the needs of the organization's and their diverse clients within the strategic goals of the organization.

The organization believes that in generating greater awareness of diversity, equity, and inclusion to its everyday operations whenever possible. Our actions and outcomes related to these values are the responsibilities of everyone within the ORP community; its leadership, board members, staff, volunteers, and stakeholders.

Compiled/created by Bay Region Advisory LLC, (04.11.17) charlotte@bayregionllc.com
DEI Code provided by Maryland Nonprofits Standard for Excellence Institute

B. Steps to Developing Diversity, Equity, and Inclusion (DEI) Plan

The Oyster Recovery Partnership will encourage and educate its leadership, staff, Board of Directors, volunteers and program participants to learn more about DEI topics.

Understanding the different DEI frameworks and terms can inform leadership of how to integrate within nonprofit culture. As such, ORP will provide all staff, board members, and volunteers with resources to read and understand about Diversity, Equity, and Inclusion.

B1. Maryland Nonprofits Standards for Excellence Institute Code of Excellence for Diversity, Equity, and Inclusion:

“Organizations that incorporate diversity, equity, and inclusion efforts into their work and as part of their missions are more effective in engaging and serving people across different cultures, backgrounds, and abilities. Nonprofit leaders should actively assess their policies, plans, procedures, as well as board and staff composition, to ensure that they are inclusive. Leaders should establish and implement an organization-wide strategy or plan that addresses gaps identified in the assessment and promote a culture that demonstrates practices of diversity, equity and inclusion for board, staff and volunteers, and program participants.”

B2. Working Definitions for Diversity, Equity, Inclusion in Nonprofits.

Diversity:

According to BoardSource, Overcoming Hidden Barriers to Board Diversity and Inclusion defines diversity as: "...understanding that every kind of demographic different....

Differences in race, ethnicity, national origin, sex, gender, sexual orientation, religion, ability/disability, veteran/non-veteran status, socio-economic status, age, and education are examples of demographic diversity. "... the diversity of intellectual, social, financial, demographic, and reputational resources".

Equity:

The D5, Growing diversity, equity, and inclusion in philanthropy, Advancing Diversity, Equity, and Inclusion Message Manual for the Field defines equity as: "Refers to the degree to which diverse individuals are able to participate fully in the decision-making processes within an organization or group. While a truly “inclusive” group is necessarily diverse, a “diverse” group may or may not be “inclusive.”

Inclusion:

The Voice of Nonprofit Talent, A national study procured in partnership by Commongood Careers & Level Playing Field Institute, describes inclusiveness in the nonprofit workplace as,

"...not only free from bias and discrimination in all forms, but also proactively remove barriers to full participation by valuing and supporting individuals from all backgrounds."

Definition for Diversity: Rutledge, Merryn, Principal, (2013) Revisions LLC, BoardSource, Research Report; Overcoming Hidden Barriers to Board Diversity and Inclusion. WEBSITES, Inclusiveness: <http://commongoodcareers.org/diversityreport.pdf>

Definition for Equity: D5, Growing diversity, equity, and inclusion in philanthropy, Advancing Diversity, Equity, and Inclusion Message Manuel for the Field

Definition for Inclusion: Schwartx, Robert. Weinberg, James. Hagenbuch. And Scott, Allision, *The Voice of Nonprofit Talent, Perceptions of Diversity in the Workplace. A national study procured in partnership by Commongood Careers & Level Playing Field Institute (commongoodcareers.org/diversityreport.pdf)*

B3. Websites for Diversity, Equity, Inclusion in Nonprofits

- The Denver Foundation's Inclusiveness Project
<http://nonprofitinclusiveness.org/inclusiveness-work-how-build-inclusive-nonprofit-organizations>
- Gajowski, Carrie, 2012, Teaching with Poverty in Mind: How to Help At-Risk Students Succeed. <http://www.scilearn.com/blog/how-to-help-at-risk-students-succeed.php>
- Jenkins, Bill, PHD, 2010, Creating the Optimal "Internal" Learning Environment. <http://www.scilearn.com/blog/creating-optimal-learning-environments.php>

C. Diversity, Equity, and Inclusion Surveys:

ORP will encourage staff, board members, and volunteer to complete DEI surveys and review and discuss the outcome. Survey outcomes can increase staff's awareness of individual biases and help them to understand the impacts of imbedded biases within the organizational culture, and its programming.

OYSTER RECOVERY PARTNERSHIP

C1. Diversity Survey:

Survey Questions: What does Diversity Mean to Staff, Board of Directors and Volunteers?								
Number	Topic/Question: Is Your Organization Building A Diverse Workplace & Inclusive Staff	Strongly Agree	Agree	Disagree	Strongly Disagree	Neutral	Don't Know	N/A
1	Staff, board of directors, and volunteers have a clear understanding of the definitions of diversity and inclusion. Diversity is defined as representing individuals of different races, sexual orientation, ethnicity, age, gender identity, and disability.							
2	Staff, board of directors and volunteers have received cultural competency educational materials which include a glossary of terms and resources; describing diversity, inclusion, and disabilities.							
3	Staff, board of directors and volunteers receive yearly trainings on diversity and inclusion that relates to their responsibilities within the organization.							
4	Staff, board of directors, and volunteers treat one another with respect and value cultural diversity and are provided with a safe space and opportunities to share their thoughts and concerns with leadership.							

5	Staff are encouraged to take time off during the year from regular work day to volunteer as a group with community members of diversity through partnering organization.							
6	The input from community members of diversity is valued by staff and shared with leadership within the organization.							

OYSTER RECOVERY PARTNERSHIP
C2. Equity Survey:

Survey Questions: Assessing the Equity of ORP's Programs and Informational Materials								
Number	Topic/Question: Assessing Inclusive Programs Design and Materials	Strongly Agree	Agree	Disagree	Strongly Disagree	Neutral	Don't Know	N/A
1	Are informational materials distributed to diverse communities and are they available in languages other than English?							
2	The education staff seek in the input from program participants in the form of program evaluations.							
3	The organization's printed and on-line branding, marketing, and fundraising materials promote narrative and photographs of inclusive educational & restoration programs for the diverse communities served.							
4	Organization's newsletters and social media are availability in languages other than English to enhance accessibility and inclusion serve community members of programs and events.							
5	Outreach staff treat event and program participants with respect and honor their cultural diversity and backgrounds.							
6	Sign language or other interpreters are available and provided by the organization for educational programs and events to assist with the comprehension and inclusion of program participants.							

OYSTER RECOVERY PARTNERSHIP
C3. Inclusion Survey:

Survey Questions: Assessing the Inclusivity of ORP's Workplace								
Number	Topic/Question: CC Is Your Organization Building an Inclusive Workplace	Strongly Agree	Agree	Disagree	Strongly Disagree	Neutral	Don't Know	N/A
1	The organization has incorporated a comprehensive definition of diversity that applies to all policies and procedures.							
2	The mission and vision of the organization are inclusive of and honor the values of the diversity community served. Diversity is defined as representing individuals of different races, sexual orientation, ethnicity, age, gender identity, and disability.							
3	The organization's recruitment practices are inclusive and the staff, board of directors, and volunteers reflects balanced diversity of individuals of different races, sexual orientation, ethnicity, age, gender identity, and disability. (Answer below)							
3A	Staff							
3B	Board of Directors							
3C	Volunteers							
4	The organization has built an inclusive work environment reflective of hiring individuals of diversity regardless of race, sex, ethnicity, gender identity, age, sexual orientation, and disability.							
5	The organization's strategic plan reflections goals and objectives that enhance the diversity of organization staff, community partnerships to make program more inclusive.							

6	The organization's facility is ADA Title II compliant with handicap accessible parking and entrances, and barrier removals to be inclusive of individuals with disabilities.							
7	The organization's signage on information plaques is inclusive of individuals of diversity and specifically represent the individuals served through programs.							
8	The organization recognizes the value of diverse perspectives in their workplaces and they foster collaboration and inclusive decision-making.							

D. Diversity, Equity, and Inclusion Recommendations

The following recommendations can be used by ORP to strengthen the organization's commitment to Diversity, Equity, and Inclusion.

1. Develop a DEI value statement that defines diversity, inclusion, equity, and tolerance as part of your organization's values which align with the organization's mission and vision.
2. Audit board approved policies (personnel hiring and retention procedures, employee handbook, volunteer policies, partnership standards, administrative policies, marketing, and fundraising, program policies, resource development plan) to align with DEI value statement.
3. Review and edit all on-line and printed educational materials for being culturally sensitive.
4. Create more inclusive workplace by increasing diversity of staff and board of directors.
 - 1st Objective: Revise and introduce new recruitment and retention practices for promoting diversity amongst personnel.
 - 2nd Objective: Attend new community events to increase membership and program participation of individuals of different cultural backgrounds who speak a second language.
5. Provide annual training on Diversity, Equity, and Inclusion topics for staff. The training should define the meanings of these terms (equity, diversity (linguistics and disabilities, and inclusion) in relation to the organization's mission, vision, values and the staff's roles internally and externally of the organization.
6. Staff shall evaluate current partnerships for being culturally representative of community served and look for new partnerships that reflects equity, diversity, and inclusion standards.

E. Assess and Revise Inclusive Organizational Resources

ORP will identify, revise, and/or develop organization's resources (printed and web-based materials) when possible to ensure they are inclusive and accessible to all diverse learners, abilities, and populations of different cultural backgrounds promotes greater awareness of and commitment to ORP's community needs.

G. Increase diversity of leadership, staff, Board of Directors and volunteers

ORP staff and Board of Directors will be aware to ensure the organization is diverse and includes members of color and different demographic, cultural background.