



## **Diversity, Equity, Inclusion, Belonging (DEIB) Plan**

### **Objective**

To establish a recruiting, hiring, onboarding, and staff development plan that further defines and supports our commitment to recruiting a diverse workforce to creating inclusivity and belonging among staff and clients.

### **Purpose**

A&C's DEIB Plan will provide integrated and sustainable approaches to building diversity, equity, inclusion, and belonging into Adult & Child Health's recruiting, hiring, and onboarding practices, policies, and processes. In addition to attracting diverse talent, we will provide opportunities for staff's professional growth and development. At the heart of Adult & Child Health's values is the belief in people and the strength of diversity. We deeply respect the ideas, backgrounds, and lived experiences of those we serve and therefore seek to create safe, inclusive environments where everyone is welcome.

### **Mission**

As an organization we strive and seek to give a voice to underrepresented groups with a goal to bring richness and belonging to our teams.

At A&C we embrace diversity, create equity, and commit to inclusivity and belonging. We value seen and unseen characteristics that make you who you are, and we respect your experiences and perspectives in advancing our mission.

We believe that attracting, developing, and retaining a diverse employee base reflects A&C's mission.

We will continue to cultivate an environment that embraces creative and progressive ways of approaching work tasks, revision of policies and procedures, and flexibility to acknowledge and celebrate the diversity of our staff and ability to enhance the lives of the clients we serve.

### **Vision**

Our goal is to attract, develop, and retain the best and brightest from all walks of life and backgrounds. This requires A&C to have a culture of inclusion and belonging where all staff and clients feel respected, are treated fairly, provided work-life balance, and an opportunity to excel in their chosen career paths.

### **Values: Strategic Objectives**

- Diversity: To reduce or remove barriers for all staff members of our organization and clients in our community and recognize the importance of working with others who identify in more than just one way.
- Equity: To offer and empower all staff to have the same opportunities across the organization.
- Inclusion: Create an inclusive work environment that encourages creativity and innovation and promotes team member engagement through awareness and inclusive leadership skills training, promoting work-life balance and supporting employee personal needs and uniqueness.

- Belonging: create a culture in which we advocate for everyone's voice, employees feel valued, and can be their most authentic self.
- Communication: Ensure that DEIB initiatives, actions, and results are transparent to all key stakeholders.
- Accountability: Hold leadership accountable for DEIB goals and objectives.

## **DEIB Plan**

The Human Resources department & The DEIB Commission will implement the DEIB work plan to incorporate the following objectives:

- I. Adherence to Federal and State Discrimination Laws**
- II. Anti-Discrimination Policy**
- III. Annual Management/Employee Trainings**
- IV. Monitoring for Disparate Impact**
- V. Diversify Recruiting**
- VI. Labor Market Comparisons and Employee Statistics**
- VII. DEIB Training**

### **I. Adherence to Federal and State Discrimination Laws**

HR will follow all applicable federal, state, and local laws regarding discrimination; ensuring our recruiting and hiring processes do not discriminate based on race, religion, color, national origin, gender, sexual orientation, age, marital status, veteran status, or disability status. As well as ensure our offers and training reflect our mission, values, and expectations to provide inclusive care for all.

Policies and procedures will be reviewed regularly to ensure they do not create any disparate impact or discrimination of protected classes which would deter diversity and inclusion in the workplace or create barriers to attracting and retaining a diverse workforce.

HR team members will maintain competencies relative to these laws by staying abreast of current legislation and legal publications through webinars, trainings, and subject matter experts in the HR field. The DEIB Commission will be updated by HR on laws and legislative changes. HR will also provide the Commission with training on how to handle formal complaints they may receive because of their participation in the Commission.

## **II. Anti-Discrimination**

Adult and Child has developed an anti-discrimination policy and will adhere to its guidance. Discrimination of any kind will not be tolerated and will be promptly investigated per policy. See HR Policy 5.23.

## **III. Annual Management Trainings**

HR and the DEIB Commission in collaboration with the Training Team, will work to ensure annual trainings around unconscious biases which can impact hiring, retention, and career progression are provided. This will be required for Supervisors, Team Leaders, Senior Management, and Executive staff for incorporating best practices on equality and diversity in the hiring and promotion of staff. For all staff who have direct hiring and/or advancement decision making as duties of their position, training on fair and consistent practices of those activities will be provided along with annual Cultural Competency training.

## **IV. Monitoring for Disparate Impact**

HR will review employment applications, job postings, screening questions, and background check processes to ensure the qualifications do not impose a disparate impact to recruiting and hiring.

- a. Employment applications will avoid any discriminatory pre-screening items.
- b. Recruiters and interviewers will only ask legal, relevant questions to assess the candidate's ability to perform the job, creating an equitable interview process free from discrimination.
- c. Job Postings will contain the specific requirements that are essential to perform each job. These are the relevant skills and competencies applicants will need to do the job for which they are interviewing only, and no other specified factors that could discourage applicants.
- d. Background checks will only screen for items directly relevant to the position and/or contractually stipulated compliance guidelines.
- e. Tracking and reporting will occur at least annually for comparison of staff to patient/client metrics.

## **V. Diversify Recruiting**

HR will advertise job vacancies with job boards, professional organizations, colleges/universities, and other avenues that target diverse audiences. Adjusting as needed for underrepresented groups.

Resource	Strategy	Summary	Examples:
Diverse professional groups	Develop connections with groups to establish	Many of these groups have a specific skill set for our open	National Associations of Black Social Workers Asian American Social Work Taskforce Latino Social Workers Organization

	qualified pools of diverse applicants.	positions while also adding diverse talent.	National Association of Puerto Rican Hispanic Social Workers Indiana Association of Black Psychologists (HSPPs)
College/University Student Run Organizations	Develop connections with these groups to do guest presentations on the type of work we do and the opportunities we have available.	Many of these groups have a specific focus on diversity and inclusion.	Mental Health Awareness Groups African Student Association Sororities/Fraternities Intellectual and Development Disability Club Black Student Union Human Rights Organization Chinese Culture Club Latino Student Association Young Life Club (all ages) Women's Organization
WorkOne locations	Utilizing WorkOne's databases of the available workforce will allow us to tap into the available work pool in the areas we serve.	WorkOne directly assists the public with free job resources when they have been displaced from work. Their network of people looking for work is highly representative of the surrounding communities we support and is an invaluable resource of talent.	<a href="http://www.indianacareerconnect.com">www.indianacareerconnect.com</a> <a href="https://www.in.gov/dwd/WorkOne/locations.html">https://www.in.gov/dwd/WorkOne/locations.html</a>
<b>Resource</b>	<b>Strategy</b>	<b>Summary</b>	<b>Examples:</b>
Employee resource group promotion	Employee resource groups displayed on our	All employees should be made aware of the employee	Black Cultural Awareness Taskforce LGBTQ+ Taskforce

	company website.  Employee resource groups mentioned during NEO Day 1.	resource groups available within our company.	
Veteran organizations	Veterans often look for other career opportunities after their years of service. We should utilize this labor force for employment opportunities.	Veteran organizations have connections to those who have served and may be seeking employment.	<a href="http://www.va.gov">www.va.gov</a> <a href="https://www.dol.gov/agencies/vets/hire">https://www.dol.gov/agencies/vets/hire</a>
Disability Communities	Post jobs on boards that have disabled job seekers  Engage in the interactive process to find reasonable accommodations	Hire, retain, and support candidates and employees with physical and mental disabilities through their employee lifecycle with A&C	Ability Jobs Employer Assistance and Resource Network on Disability Inclusion Job Accommodation Network

## VI. Labor Market Comparisons and Employee Statistics

HR will annually review our employee statistics in relation to the available labor market in the areas we serve; identifying any deficiencies in representation and devising strategies to adjust recruiting strategies as needed.

## VI. Diversity & Inclusion Training

HR in collaboration with the Training Team will provide required trainings for all staff in the following areas:

- The meaning of diversity, equity, and inclusion
- Stereotyping

- Anti-discrimination, anti-harassment
- Unconscious and implicit bias
- Addressing microaggressions

### **Summary**

This Diversity and Inclusion Plan is a guide for Adult and Child Health in proactively planning for the needs of its current and future workforce which includes ensuring equal opportunities for employment, staff development, and career progression. Goals and objectives for diversity and inclusion will be encompassed within the annual Balanced Scorecard. This plan will be reviewed annually.