
DEI&B – Sample Agendas, Emails, and Questions

These are templates you can customize with your company details and data.

DIVERSITY, EQUITY & INCLUSION (DEI) at ACME CO.

EXECUTIVE LEADERSHIP ALIGNMENT	2
DEI COMMITTEE	3
Invitation Template	3
Meeting #1 Sample Agenda	3
Meeting #2 Sample Agenda	4
DEI Committee Breakout Brainstorming Session	4
EMAIL: UPDATE DEMOGRAPHIC DATA IN HRIS GUIDELINES & FAQs)	6
Opportunities for Participation	7
EXAMPLE MESSAGE FROM SUMMER 2020	9
Purpose	9
Listening Sessions	9

6AFFINITY GROUPS (SAMPLE

EXECUTIVE LEADERSHIP ALIGNMENT

Objective: Align the CEO And Executive leadership on *why* Acme Co. should prioritize diversity, equity and inclusion

Before you get started:

- Consider engaging a specialized firm to facilitate the discussion
- Send around the agenda and pre-reading to help get the leadership team into the mindset of having an open, vulnerable dialogue
- Set the tone: make sure everyone in the room knows it is a safe space to speak freely and encourage the group to share vulnerably about their questions or concerns. Remember, everyone is on a different journey in their experiences and understanding and we are all learning.

Questions:

1. How do you define diversity, equity and inclusion?
2. Why are diversity, equity and inclusion important to your business (customers, marketplace, communities and product)?
3. What makes you uncomfortable?
4. What are you doing to educate yourself and develop empathy with people in underrepresented groups?
5. Why hasn't the company taken action before? If they did, what fell short with prior attempts to prioritize this work?
6. What would success look like? The point here is not necessarily to set goals (yet) but to start to paint a picture of what progress could look like (e.g., improving a sense of belonging, shifting the demographics of employees, etc.)
7. What trade-offs are you willing to make? (e.g., longer hiring process)
8. How will you know if you're on the right path?

DEI COMMITTEE

Invitation Template

Hi All,

To strengthen and support Diversity, Equity and Inclusion (DEI) at Acme Co., both internally and externally, we propose the organization of a cross-functional DEI Committee. We are seeking out those who have shown an interest in leading DEI efforts at Acme Co.

Who: *We're looking for 6-10 colleagues with diverse perspectives, identities, roles and a passion for diversity, equity, and inclusion. If we have more than 10 people interested, all others can help the task force by submitting ideas and providing feedback.*

What: *The DEI Committee will come together as a group and propose potential strategies to our People Ops and Executive teams. Committee members will also serve as DEI ambassadors at Acme Co. and will receive regular updates and insights into Acme Co.'s DEI goals and strategy.*

Why: *The work we do on diversity, equity and inclusion is not limited to projects held by the People or Talent teams. It will take a collective, cross-functional effort shared by all levels of employees and actively sponsored by our leadership.*

When: *If you are interested, please respond to this email by [DATE]. We will select Committee members by [DATE] and send an invite for our first meeting. We will consider rotating committee members on an annual basis or as needed to ensure a balanced representation of perspectives.*

How: *Please respond to this email if you're interested. Let us know (1) why you want to join the committee, (2) what specific ideas you have (especially within your domain/function) to improve diversity, equity, and inclusion at Acme Co.*

We are excited to continue this journey with you all and find new ways to leverage our differences and make our company an amazing place to work!

Meeting #1 Sample Agenda

Agenda

1. Intro to the DEI committee and the why behind joining the committee
2. Review most recent survey results
3. Break into working groups, and brainstorm for action items
4. Come back together, and plan around what is possible in the short, medium and long-term

Breakout Groups

- We will split you all into breakout groups.
- Please use the template, "DEI Brainstorming Session" to come up with your group's top 3

initiatives/action items and determine which pillar your initiative falls under.

- Assign a point of contact for each initiative.
- Think about your area of expertise and day-to-day and quarter-to-quarter contributions to ACME Co. Where are opportunities to contribute to DEI? Here are some prompts to get your discussion started:
 - What are some ideas we have to make ACME Co. a better, more inclusive place to work?
 - What should we be focusing on this quarter?
 - Why do you think this is the most impactful thing we should focus on?
 - Are there events we want to support throughout the year?

Take Action

Do one thing differently in this next month (ex: read an article a week, reach out to someone outside of your network, attend a virtual workshop or conference to expand your contacts). We'll spend time in our next session sharing the action items you took as a result of this meeting.

Meeting #2 Sample Agenda

Agenda

1. Challenge from last session
2. Deep dive on survey data, specifically belonging & voice
3. Status of approval of proposed initiatives and/or initiative updates
4. Feedback & open discussion

Take Action

Consider sharing an article, reading a book as a committee and brainstorm other ways in which you can continue to educate each other on key issues.

DEI Committee Breakout Brainstorming Session

Please break into your assigned groups to brainstorm tangible, concrete suggestions for DEI tasks/initiatives. Be prepared to share your top 3 ideas with the larger group. Use the tables below to fill out your top 3 proposed initiatives. Please make a copy of this template, then add your group's top ideas to the tables below. Please also include the resources needed, the pillar your initiative aligns with, and the point of contact moving forward.

Think about your area of expertise and day-to-day and quarter-to-quarter contributions to ACME Co. Where are there opportunities to contribute to DEI? Here are some prompts to get your discussion started:

- What are some ideas you have to make ACME Co. a better, more inclusive place to work?
- What should we be focusing on this quarter?
- Why do you think this is the most impactful thing we should focus on?
- Are there events we want to support throughout the year?

Framework: Attract, Select, Retain, Develop & Partners/Ecosystem

Proposed initiative	Pillar	What resources do you need in order to accomplish this?	Who is your ambassador (point of contact) for your group moving forward?	What would success look like if we moved forward with this initiative? How would it have a meaningful impact at ACME Co.?

EMAIL: UPDATE DEMOGRAPHIC DATA IN HRIS

Hi Team,

As part of ACME CO.'s commitment to diversity and inclusion, [we/the People Team and DEI Committee] are seeking to have a better understanding of our current demographic data. We are requesting that each of you login to [insert HRIS] and update your personal, even if that is selecting "Prefer not to answer." We will open up [insert HRIS] for editing access until [XXXX].

Your participation in updating the data is critical for us to better understand the current state of diversity at ACME CO. how to prioritize our DEI efforts and create measurable progress.

We will make sure that the privacy of these fields is strictly maintained, and only the individuals on [the Human Resources side of the People Team will have access]. Any reports that we run will remove names and be used to help us measure the success of our initiatives.

This exercise is completely voluntary but highly encouraged. If you have any questions or concerns with this process, or how we will use this information, please contact [XXXX].

The information that we would like you to review, and update include:

- Job Role: Title/Departments / Functions (If this looks incorrect, please contact XXX)
- Location: City/State/Country
- Start Date
- Birth Date
- Race/Ethnicity
- Gender Identity
- Sexual orientation
- Disability status (If you require an accommodation, please contact XXX@XXX.com)
- Veteran status (Which best describes your Veteran status? Select all that apply)
- Highest level of educational attainment
- Do you identify as a first-generation college student?
- Highest level of educational attainment for your parent(s)?
- Parent/Caregiver status

Thank you,
XXXX

AFFINITY GROUPS (SAMPLE GUIDELINES & FAQs)

At ACME CO. Affinity Groups are employee-led groups formed around specific shared identities (e.g., Black, BIPOC, women, queer folks, veterans, parents). The purpose of Affinity Groups at ACME CO. is to provide opportunities to build a sense of community, allyship and belonging.

Purpose

An Affinity Group is initiated and led by one or more employees wanting to build community around a shared identity. The Affinity Group can develop the community in a number of ways including a private slack channel, regular meetings (virtual or in-person), attending events, sharing resources, and more.

Affinity groups ARE:

- A place to build community
- A place to share resources
- A place to share experiences

Affinity groups ARE NOT:

- Structured or led by the People Team or DEI Committee (they ARE community led)
- A place for toxicity: We ask that members respect confidentiality and individuals stories
- A substitute for reporting workplace policy violations to the People Team or executive leadership

Opportunities for Participation

If you're interested in starting an Affinity Group, reach out to [person, DEI Committee alias] via email (XXX@acmeco.com) or join the #dei-committee slack channel and express your interest. A facilitator will connect with you to get started. The DEI Committee will support setting up your community and will check-in with you at a regular cadence.

Ground Rules

We recommend creating ground rules for your groups that address rationale and criteria for joining, confidentiality, and group purpose.

Group Leaders

- You must have one or more identified leaders to kick off an Affinity Group
- We recommend leaders develop a set of ground rules and joining criteria for your group to ensure the community remains a safe space for members
- Any issues with company policy or situations that need intervention will always be directed to the People Team.

Members

- Members are responsible for communicating with group leaders for all feedback, requests, or concerns

FAQs

What is the feedback loop for questions/concerns?

- Affinity Groups are designed to build community and provide a safe space for members to share their intersectional identities in the workplace.
- If a sensitive issue or workplace policy violation arises or someone's safety is at risk, immediately report it to the People Team.
- *What is the difference between an Affinity Group and an Employee Resource Group?*
 - ◆ Affinity groups are self-organized, employee-led groups geared towards building community. An employee resource group is a highly structured group dedicated to professional and career development.
- *For Private Slack Communities, am I safe to share personal and confidential information with the group members without fear of retaliation?*
 - ◆ All company policies apply to any activities or forums that are utilized by Affinity Groups.

EXAMPLE MESSAGE FROM SUMMER 2020

On June 4, 2020, ACME Co. posted an internal message stating that it stands in solidarity with the Black community and peaceful demonstrators around the world. In recognition that there is more ACME Co. can be doing to contribute to change, we announced the launch of a broader Diversity, Equity & Inclusion strategy to continue make ACME Co. a safe and inclusive presence for employees and customers and committed to the following first steps:

1. Listening Sessions: open, safe spaces to share ideas, feelings, and suggestions on how ACME Co. can reinforce a culture of inclusion and anti-racism.
2. Unconscious Bias Training: We all have unconscious biases and while training is not a panacea, awareness is an important first step.
3. Education: We are putting together a resource deck that will have reading lists and ideas about how you can get involved. We will also be creating a wiki site with resources about diversity, equity and inclusion and where we will eventually post ACME Co.'s DEI strategy.

Purpose

The purpose of this document is to prepare the leadership team for the Listening Sessions and align on an agenda and plan. Please invite employees to submit questions anonymously in advance and prepare your executive leadership to share humbly and vulnerably about their own experiences and/or blind posts.

Listening Sessions

- June XX, 2020 - US Only
- June XX - Global
- Make sure to hold more intimate sessions for groups that may have a high number of employees from underrepresented groups