

## What is a DEI policy and why do you need one?

A Diversity, Equality and Inclusion policy documents your business's consideration and approach to DEI. The policy should outline the framework you and your colleagues use to conduct business.

A DEI policy promotes diversity, equality, and inclusion within your company. Diversity emphasises the representation of different groups of people and ways of thinking, while equality focuses on fairness and equal opportunities for everyone. Inclusion creates a culture where all feel able to share their thoughts and experiences, and helps you to retain diverse talent.

It's predominantly an internal tool to help enhance decision-making and problem solving. It will help you to attract top talent, establish a level of trust and acceptance, and provide clear guidance to how diversity is established and embedded into your company's culture. This will allow your employees to receive necessary information with regards to what is expected from everyone, and what they can do if they have questions, concerns or want to provide feedback. It should be a dynamic document, something to continue to build on as your company grows.

## Example Template

### **Introduction / DEI Statement:**

*Define why DEI is important to your company and how it relates to your overall mission and vision. Describe your commitments to DEI and which initiatives you feel are key priorities for your business.*

### **Purpose / Scope of policy:**

*Describe the objective of the policy and who and what it affects. For example: the policy outlines your commitment to DEI and serves as a guide for employees, suppliers and other stakeholders as relevant.*

1. Diversity in your recruitment and hiring practices  
*What initiatives do you have in place? How do you measure it? What goals or KPI's do you have in place?*
2. Fair and equal compensation  
*What are your policies for fair pay? How do you ensure all compensation is fair and equal? How do you measure it? What would you do to correct it if necessary?*
3. Employee health and wellbeing benefits and practices  
*What do you do to promote employee health and wellbeing? How do you monitor it?*
4. Training, professional development and performance management

*How do you manage performance? What training and development programmes do you offer? How do you promote a culture of learning and development with your employees? What processes do you have in place to assess when employees are ready for promotion? Do you have performance or promotion targets?*

5. Workplace environment and accessibility

*How is your workplace environment set up for employees to promote accessibility and inclusion?*

6. Diverse culture, communication and feedback

*Do you measure diversity and inclusion? Do you survey for employee engagement? How do you monitor it? How often? What channels do employees have available to them to provide feedback?*

7. Health and safety

*Do you have a health and safety policy? What practices have you put in place to guarantee Health and Safety? How is it managed and monitored?*

8. Prevention of harassment and misconduct

*Do you have an Anti-Harassment and Discrimination policy? How do you safeguard against it? How is it monitored?*

**Policy approval:**

*How will your DEI policy be guided? Who is responsible for it? How often do you intend to review and update the policy?*