


Department of Consumer and Business Services <b>Diversity, Equity, &amp; Inclusion Council – Policy EMP-02</b>		
Division: Director's Office/Employee Services Owner: HR Director, Employee Services		Effective Date: 08/03/2016
Approved by: 	Date: 3/29/2022	Review Date: 3/29/2024

## Applies to:

This policy applies to all Department of Business and Consumer Services (DCBS) employees and the Workers' Compensation Board.

## Purpose:

The Department of Consumer and Business Services Diversity, Equity, and Inclusion Council is an advisory body that promotes achieving the agency's diversity, equity, and inclusion initiative and business needs through effective culture change strategies.

## Policy:

It is the policy that the Diversity, Equity, and Inclusion Council is a forum to share diversity information, events, and ideas; discuss diversity issues; collaborate and recommend implementation of diversity initiatives; and make recommendations regarding how to best use agency resources to achieve diversity, equity, and inclusion goals.

The council reflects an inclusive cross-section of the DCBS workforce: 15 staff, including management (classification level, racial, ethnicity, generation, organization, function, gender, sexual orientation, physical ability, location, religion, and socio-economic status).

The role of the Diversity, Equity, and Inclusion Council includes:

- Identifying critical diversity issues for leadership and staff
- Providing recommendations concerning diversity, equity, and inclusion initiatives
- Communicating the benefits of a diverse workforce
- Being familiar with the racial equity vision
- Working with the diversity, equity, and inclusion program manager to foster partnerships with stakeholders and community organizations
- Strengthening community engagement to develop external credibility and cultivating trust with the public we serve
- Promoting an environment that is inclusive
- Serving as role models to promote a cultural change (change agents)

The following are responsibilities of the Diversity, Equity, and Inclusion Council:

- A. Reviewing and providing feedback on programs, initiatives, and policies as they relate to workforce, strategic plans, and services to consumers, and making recommendations to the DCBS director, agency leadership, and Employee Services administrator.
- B. Providing advice and consultation to the DCBS director and Employee Services administrator on opportunities and challenges associated with creating a diverse, equitable, and inclusive workplace.

- C. Collaborating with Employee Services to provide equitable services and resources to applicants of underserved and underrepresented communities
- D. Supporting the enterprise affirmative action to raise an atmosphere of acceptance, inclusion, diversity, and equity in all levels at DCBS.
- E. Functioning as a communication channel through which employees can express ideas as they relate to diversity, equity, and inclusion issues, and as a link between employees and management.
- F. Prioritizing and leading diversity, equity, and inclusion initiatives to ensure follow through.
- G. Maintaining a contemporary Diversity, Equity, and Inclusion Council mission/purpose.
- H. Communicating progress to employees (share successes).
- I. Partnering with the diversity, equity, and inclusion program manager to:
  - 1. Help develop and implement the diversity, equity, and inclusion strategy
  - 2. Help ensure strategic alignment across all diversity initiatives (diversity, equity, and inclusion strategy; staff; management; customers; and the Diversity, Equity, and Inclusion Council)
  - 3. Facilitate council member rotation
  - 4. Enrich diversity education through benchmarking and close work with the agency trainer
- J. Support administrators, deputies, managers, and supervisors on their efforts to enhance and promote diversity in their divisions.
- K. Provide an annual report of its goals and progress to the DCBS director, Employee Services administrator, and employees.

The Diversity, Equity, and Inclusion Council operates under the support of an appointed chairperson and vice co-chairperson. The council receives staff support from the Director's Office and Employee Services.

The council is also comprised of voting primary council members who are self-nominated or appointed as determined by the chairperson.

The chairperson and vice chairpeople do not have a term limit and council members serve a two-and-a-half-year term.

- Members must commit to attending at least two-thirds of the meetings.
- The council meets on the first Wednesday of every other month at the Labor and Industries Building in Salem. Video conferencing will be available for members who work outside of Salem.