

**What is your commitment to creating a diverse and welcoming workplace?**

**What are the details of the policy?**

*Divide the policy into sections and outline the details by section.*

*The following are areas you might cover when you create a diversity policy:*

- *recruitment and hiring*
- *promotion and career development*
- *pay schedules (and equal pay for work of equal value)*
- *discipline and grievances*
- *working hours (and flexibility)*
- *partnerships (with community and other organizations)*

**Who is responsible for putting the policy into action?**

### How will you put the policy into action?

*How will you enforce your policy?*

*What is the responsibility of the employee? What is the responsibility of the employer?*

*How will you monitor your policy?*

### What happens if someone does not follow the policy?

### How will you let your employees know about the policy?

*How will the policy be communicated to employees?*

*How often will you review the policy?*

*Who is responsible for reviewing the policy?*