

Volunteers of America Indiana Diversity and Inclusion Strategic Plan 2016 – 2018

The VOAIN Diversity and Inclusion Strategic Plan is designed to create a culture which values trust, human dignity and provides the opportunity for personal development and self-fulfillment in the attainment of VOAIN's mission and goals. The 2016 – 2018 strategic plan has three (3) essential components – Mission Focus; Accountability; and Continual Learning and Development.

Mission Focus: Workforce diversity and inclusion actions must maintain a focus on VOAIN's mission statement and ensure that all employees are able to realize their full potential within our company culture and practice of collaboration, flexibility, and fairness.

Accountability: Workforce diversity and inclusion is the responsibility of Executive Leaders, Managers, Supervisors, and all employees. All levels of leadership will take ownership of this responsibility and opportunity to fully participate in creating and maintaining a culture that values diversity and inclusion, which in turn will make VOAIN an employer of choice and enhance our mission effectiveness.

Continual Learning and Development: All VOAIN employees will participate in promoting a culture of diversity and inclusion through continual learning and development, which will be the main effort towards achieving our desired culture of diversity.

The 2016 – 2018 Strategic Plan strives to achieve the essential components/goals by:

- Creating an environment that is welcoming to diverse populations.
- Recruit, retain, train and promote a diverse workforce.
- Create an inclusive culture that addresses the needs if of our employees and clients.
- Strive to enter into diverse business and community relationships.
- Commit to being accountable to our Diversity and Inclusion Plan.

Defining Diversity and Inclusion

VOAIN recognizes that there is no single, universally-accepted definition of “diversity” or “inclusion”. For the purposes of this strategic plan, we will define “diversity” as

- The range of human differences, including but not limited to race, ethnicity, gender, gender identity, sexual orientation, age, culture, language, social class, physical ability or attributes, religious or ethical value system, national origin, and political beliefs. A diverse workplace respects and values all of these differences.

For the purposes of this strategic plan, we will define “inclusion” as

- The involvement and empowerment, where the inherent worth and dignity of all people are recognized. An inclusive workplace promotes and sustains a sense of belonging and it values and practices respect for the talents, beliefs, backgrounds, and ways of all employees.

VOAIN's Vision Statement for Diversity and Inclusion

As an organization, VOAIN will embark on a process of culture change that seeks to incorporate "diversity and inclusion" as part of that change. Within this process, we will establish recognition that the organization's most valuable assets are our employees and each employee is unique and brings different potential contributions to the workplace. Our process and actions towards "diversity and inclusion" will focus on the present and future of our workforce and ultimately establish VOAIN as an employer of choice.

- Present Focus: Determine VOAIN's existing diversity and inclusion composition, practices, processes and policies, and utilize that knowledge to enhance our competitive advantage and assist with determining next steps.
- Future Focus: Engage all VOAIN employees and resources in creating an organizational culture where similarities, differences, complexities and tensions are valued. Ensure that all employees work to their full potential, and the workplace presents and offers a respectful, productive environment for everyone. In addition, anticipate future demographic trends and factors that might impact diversity and inclusion within the organization.

VOAIN embraces a shared responsibility approach with "diversity and inclusion". Human Resources and the Executive Team champion and drive the plan and initiative, Managers/Supervisors are responsible for the implementation and management of the plan and initiative, and all employees share the accountability and responsibility to uphold organizational values and achieve clear organizational goals and objectives in a mutually respectful work environment.

VOAIN's Diversity and Inclusion Goals Defined

Goal 1: Create an environment that is welcoming to diverse populations.

- Action Items
 - Maintain a Diversity and Inclusion Committee (D+I) that is composed of a cross section of VOA staff at different locations.
 - Responsible parties- COO and HR director
 - Documentation/ Results- meeting sign in logs
 - All staff will be surveyed regarding how they feel about diversity and inclusion at VOA.
 - Responsible parties- COO and HR director
 - Documentation/ Results- results will be shared with all staff and reviewed by D+I committee. Each area scoring below average will be addressed.

Goal 2: Recruit, retain, train and promote a diverse workforce.

- Action Items
 - Open positions will be advertised in diverse networks/ website/ platforms
 - Responsible parties- HR director/ Hiring Manager
 - Documentation / Results-Annual plan report to the D+I Committee
 - Exit surveys will ask a question that rates VOA's diversity and inclusion performance.
 - Responsible parties- HR director
 - Documentation/ Results- Quarterly trending report with Exec team and D+I committee

Goal 3: Create an inclusive culture that addresses the needs of our employees and clients.

- Action Items
 - There will be a total of six (6) Diversity and Inclusion events per year.
 - Responsible parties-D+I Committee, HR director, COO
 - Documentation/ Results-calendar, list of events, sign in logs, video/ photos of events
 - There will be diversity and inclusion training offered and made available to all staff.
 - Responsible parties- D+I Committee, HR director, COO
 - Documentation/ Results-Sign in logs

Goal 4: Strive to enter into diverse business and community relationships.

- Action Items
 - VOAIN leaders will be engaged in a minimum of four (4) external community boards/ coalitions/ councils that focus on diversity and inclusion.
 - Responsible parties- COO, HR director
 - Documentation / Results- Annual list of external entities
 - VOA will be represented at one (1) community diversity/ inclusion event in each geographic location annually.
 - Responsible parties- D+I Committee members
 - Documentation/ Results- Photo/ video / brochures of events

Goal 5: Commit to being accountable to our Diversity and Inclusion Plan.

- Review the plan and goals annually.
 - Responsible parties- D+I Committee
 - Documentation/ Results- annual progress report will be compiled and shared with all staff.