(Insert Logo here) (date)

**(Insert Business Name) Diversity, Equity, Inclusion and Accessibility Policy (DEI&A)**

**Step 1: Policy Statement -** Here you will speak to why it is your company intends to create a DEI&A policy. To make this statement stronger you can speak to the direct impacts that implementing you DEA&I plan has on your industry and onward to the broader community your business operates in.

**Step 2: Purpose of policy** - The goal you are trying to achieve with this policy.

* Things to consider:
* How this will impact your employees
* How this will impact your work culture/workplace environment
* How this will impact the product or service you offer

**Step 3: Definitions** – It is important to set clear and concise definitions of the language you are using to describe the processes your company puts in place to address your DEA&I goals. This will ensure there is no mix-up with representatives complying with the policy

* **Example:** Statement – All (company name) employees must comply with our DEA&I policy.
* **“Employee” Includes any individual paid salary or wages by (company name)**

**Step 4: Guiding Principles** - Thisportion is to discuss guidelines for the work to be conducted to ensure the policy is fulfilling its purpose.

* **Example:**

**Step 5: Roles and Responsibilities:** - Here you will identify the key roles and responsibilities of everyone in your organization. In order productively carry out the duties and day-to -day actions of achieving the goal.

* **Example:** The director of Marketing is responsible for ensuring our communication channels are representative of diverse individuals and underrepresented groups
* Each department/ team member should have a role in carrying out these actions.

**Step 6: Industry Specific Analysis –** This is where you will need to address the specific impact this policy will have on the operations specific to your business type. For Example, the Chamber is a media company; therefore, our focus area for our policy is promoting Diversity Equity, Inclusion & Accessibility through our communication channels to our broader membership

* Example: A product-based company's focus could be to create more equitable procurement practices
* Sourcing products/ services from diverse manufactures/suppliers

**Step 6: Policy Review, Revision, and Amendment** - Like any policy/procedure your company adopts it should be subject for review periodically. Typically speaking it is best practice to review polices yearly, or as infringements arise.