Diversity Action Plan

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Mimi’s TeaTalk on Diversity

Pt. 3. Diversity Action Plan

AGENDA

• Introduction, Housekeeping
• TeaTalk Overview
• Diversity Laws and Compliance in Workplaces
• Building a Culture of Diversity
• Leading with Diversity
• Thank you
Part 1: Understanding Diversity

Part 2: Working with Diverse Populations

Part 3: Diversity Action Plan

Diversity Work Dimensions

Mimi’s TeaTalk on Diversity

Institutional Work
Planning, Policies, Best Practices

Community Work
Cultural Competence, Engaging Community, Understanding others

Internal/Individual Work
Understanding Self, Cultivating Awareness

AWARENESS

ACTION
Federal and State Laws on Diversity and Inclusion

Inclusive Leadership
  Advocacy
  Allyship

Leading with Diversity

Diversity Action Plan

Best Practices

Creating a Culture of Diversity

DEI Strategic Planning

DEI Field Study

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AGENDA & TOPICS
Federal and State Laws on Diversity and Inclusion
Federal Laws

Title VII of the Civil Rights Act of 1964: prohibits employment discrimination based upon an individual’s race, color, sex, religion, or national origin.

Pregnancy Discrimination Act (PDA): prohibits discrimination based upon pregnancy, childbirth, or related medical conditions.

Equal Pay Act of 1963 (EPA): protects women and men performing equal work in the same establishment from sex-based wage discrimination.

Civil Rights Act of 1991: was enacted to “strengthen and improve Federal civil rights laws, to provide for damages in cases of intentional employment discrimination, to clarify provisions regarding disparate impact actions and other purposes.”

AMERICANS WITH DISABILITIES ACT (ADA): The ADA prohibits employment discrimination against qualified individuals with disabilities.

AGE DISCRIMINATION IN EMPLOYMENT ACT OF 1967 (ADEA): prohibits employment discrimination against individuals ages 40 and over.

Rehabilitation Act of 1973: prohibits the Federal Government as an employer from discriminating against qualified individuals with disabilities.

Genetic Information Nondiscrimination Act of 2008 (GINA): prohibits employment discrimination based on genetic information about an applicant, employee, or former employee.
NEW JERSEY LAWS

NEW JERSEY LAW AGAINST DISCRIMINATION (LAD) N.J.S.A. 10:5-1 et seq.: The LAD prohibits employment discrimination based on an individual's race, creed, color, national origin, nationality, ancestry, age, sex (including pregnancy), familial status, marital/civil union status, religion, domestic partnership status, affectional or sexual orientation, gender identity and expression, atypical hereditary cellular or blood trait, genetic information, liability for military service, and mental or physical disability (including perceived disability, and AIDS and HIV status).

NEW JERSEY DOMESTIC PARTNERSHIP ACT: N.J.S.A. 26:8A-1, et seq.: Effective, July 10, 2004, it protects same-sex couples who have entered into domestic partnerships and heterosexual couples over the age of 62 under the New Jersey Law Against Discrimination. It also affords those covered with various tax, health, pension and retirement benefits.
New Jersey Laws

NEW JERSEY CIVIL UNION ACT: N.J.S.A. 37:1-28-36: Effective February 19, 2007, the law provides for the legal recognition of a civil union established by two eligible individuals of the same sex. Parties to a civil union are entitled to the same benefits and protections, and are subject to the same responsibilities as spouses in a legal marriage.

NEW JERSEY EQUAL PAY ACT (NJEPA): N.J.S.A. 36:11-56.13: Enacted in 2018, the NJEPA prohibits employers from discriminating against employees with respect to the rate or method of pay on the basis of the employees' sex.

NEW JERSEY SMOKING LAW: N.J.S.A. 34:6B-1: Effective in 2011, this law provides that employers may not refuse to hire or otherwise discriminate against employees or job applicants because they do or do not smoke, unless the action is related to the requirements of the job.
**Equal Employment Opportunity**

EEO ensures protection from discrimination*. EEO laws prohibit discrimination based on sex, race, religion, national origin, and/or disability/physical ability. Legal compliance is still an issue; however, some lawsuits have led to the establishment of some strong diversity and inclusion programs with high-level chief diversity officers.

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**Affirmative Action**

Affirmative Action is a commitment to ensure equality. It provides legal remedies to address the historic discrimination that disadvantaged groups and individuals have faced. The recordkeeping, analysis, and auditing disciplines that are cornerstones of Affirmative Action compliance are also critical tools for building diversity and inclusion policies. These tools can be used to hold management accountable.

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*Discrimination in the workplace is based on certain prejudices and occurs when an employee is treated unfavorably because of gender, sexuality, race, religion, pregnancy and maternity or disability. If you treat someone differently because they possess different characteristics to other members of staff, you could be acting unlawfully. Direct discrimination occurs when someone is treated less favorably than other employees. Indirect discrimination occurs when certain rules or regulations put certain staff members at a disadvantage.

For Further Information: 
[https://www.eeoc.gov/overview](https://www.eeoc.gov/overview)
Key criteria for evaluating representation:

- What is the race/gender composition of each of our functions or departments?
- Is there diverse representation within each of our significantly-sized job classifications?
- What is the availability of minorities and females in our internal and external talent pools?
- What are our key internal and external talent pools?
- Are there important internal or external talent pools we are not maximizing?
- Are we challenging ourselves with goals for diverse representation?
## Major differences between EEO/Affirmative Action and DEI Initiatives

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<thead>
<tr>
<th>EEO/Affirmative Action</th>
<th>DEI Initiatives</th>
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<tr>
<td>Focus on compliance with legal mandates</td>
<td>Focus on organizationally-driven goals</td>
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<td>Deficit-based approach to change</td>
<td>Strength-based approach to change</td>
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<td>Focus on quantitative change</td>
<td>Focus on quantitative and qualitative transformation</td>
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<td>Responsibility and accountability not vested in all leaders</td>
<td>Organization-wide responsibility and accountability</td>
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<td>Seeks to improve employee demographics</td>
<td>Seeks to build competitive advantage</td>
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Building a Culture of Diversity- What is a Diversity Initiative?

• A diversity initiative is an organization's strategic response to diversity. The initiative looks at the internal and external needs of the organization in the area of diversity and responds with a strategically aligned approach.

• Initiatives can have a short or long-term focus, as well as specific goals and objectives.

• It should also be easily measurable and tied to the organization's overall business strategy.

• In terms of implementing the initiative, the entire organization - from the top down - should be held accountable for implementation and the overall success.

• The initiative must have visible support from top management in order to be effective.

• It should also have long-term organizational viability and sustainability.

• The plan outlines the goals and objectives for diversity. Many employers see fit to appoint a diversity committee, comprised of a wide variety of people and perspectives, to help implement the plan.
What is a strategic plan?
• Living Document
• Management tool for organization
• Blueprint for service enhancements over the next 3-5 years
• Outlines priorities for the library going forward and how they are going to do it
• Answers the question: What is the role of the library in the community?

Why does a library need a strategic plan?
• Gives the library a direction and identifies priorities
• Shows the community and stakeholders that the library exists for them
• Reveals user needs and wants from the library
• Assists in funding opportunities and budget decisions
• Provides opportunity for evaluation and assessment
• Gives a clear sense of purpose
• Strengthens project management and delegation of necessary tasks
• Tool of transformation and change
• Allows libraries to let go of what is not working
• Emphasizes collaboration and creates buy-in

Parts of the Strategic Plan
• Mission Statement
• Vision/Value Statements
• Methodology (what did you do to bring this plan together)
• Assessment of Users Needs and Wants (Library users & non-users)
• Strategic Directions/Goals
• Multi-year Objectives
• Actions/Activities with timeframes
• Outcomes

Strategic Planning for Libraries
https://guides.masslibsystem.org/strategicplanning
10 Steps in the DEI Planning Process

1. Identify **purpose** of the Inclusion & Diversity planning process
2. Establish guiding **principles** (how will you approach the process?)
3. Build a process **structure** (leadership & committees)
4. Vet **framework** models (literature review, institutional examples)
5. Develop a **communication** and **engagement** strategy
6. Develop a **timeline** and manage expectations (backwards design)
7. Establish **objectives, goals, action steps**
8. Identify measurable **indicators** for each goal
9. Establish an organization **buy-in** strategy and **accountability** mechanism
10. **Market** your successes and your failures

Developing a Strategic Inclusion & Diversity Action Plan
Know Your Why | Michael Jr.

https://youtu.be/1ytFB8TrkTo
Building a Diversity Plan

Six elements essential for a successful diversity plan:

1. A definition of diversity for the organization
2. An assessment of need or justification for the diversity plan
3. A mission or vision for the diversity of the organization
4. A statement of priorities or goals
5. A delegation of responsibilities towards the achievement of the plan
6. A statement of accountability

http://www.ala.org/advocacy/diversity/workplace/diversityplanning
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Example:

**Santa Clara Public Library- Diversity and Inclusion Statement**

Diversity and inclusion go beyond simple tolerance to embrace and celebrate individuality by developing practices that recognize and respect all people and their points of view. At Santa Clara City Library, we honor our employees' diversity and the diversity in the community we serve by

- Welcoming and including all
- Fostering an atmosphere of dignity and respect
- Encouraging the exploration of new ideas and perspectives in a safe and positive environment
- Working with diverse communities to determine appropriate ways to design, deliver, and evaluate services.

The Santa Clara City Library recognizes and actively affirms the dignity of those it serves, regardless of heritage, education, beliefs, race, income, religion, gender, age, sexual orientation, gender identity, and physical or mental capabilities.

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Free Online Tools - Organizational Self-Assessment

The Annie E. Casey Foundation- Race Matters Organizational Self-Assessment
https://www.aecf.org/m/resourcedoc/aecf-RACEMATTERSorgselfassessment-2006.pdf
Organizational Assessment Tools

The Annie E. Casey Foundation- Race Matters Organizational Self-Assessment
https://www.aecf.org/m/resourcedoc/aecf-RACEMATTERSorgselfassessment-2006.pdf

Transforming Organizational Cultural Assessment Tool

Equity Audit: Beloved Community
https://www.wearebeloved.org/equity-audit

Moving a Racial Justice Agenda- Organizational Assessment
https://drive.google.com/file/d/1UpPhFnAjlxzAnGT39HcazbElqUjjj47A/view
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Example:

Denver Public Library- Mission & Strategic Plan

Vision
A strong community where everyone thrives.

Mission
Together, we create welcoming spaces where all are free to explore and connect.

Values
EQUITY We work to change inequitable practices, structures and policies, and attitudes that drive them, to provide opportunities for every person in our community to thrive. As we do so, we actively examine our roles in perpetuating oppressive systems.

https://www.denverlibrary.org/content/about-dpl
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Example:

• Priority—Increase awareness of diversity within the organization.
  • Goal #1—Upon completion of the diversity plan, the library director will announce the plan at all-staff meeting with three weeks of the plan’s completion.
  • Goal #2—Human resources will include a copy of the diversity plan in all orientation packets for new hires.
  • Goal #3—At least three diversity educational opportunities will be provided to all staff within the next year.

• Priority—Improve recruitment of diverse candidates for available positions
  • Goal #1—A taskforce will be formed to create a communications plan for promoting employment opportunities to diverse audiences.
  • Goal #2—Human resources will be charged with using the communications plan for each new opening and provide applicants with the option of indicating how they learned about open positions.
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Example:

Goal #1
Strategy #1.1

<table>
<thead>
<tr>
<th>Objectives for strategy 1.1</th>
<th>Date of Completion</th>
<th>Responsibility</th>
<th>Status and Date</th>
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Example of assessment:

San Francisco Public Library- Racial Equity Action Plan
Multnomah County Library: Creating conditions for equity to flourish

https://youtu.be/SKGlxh-zc0Y
Advancing Racial Equity in Public Libraries
Case Studies from the Field
Government Alliance on Race and Equity (GARE)

Federal and State Laws on Diversity and Inclusion

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Diversity Compliance

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Internal/Intrapersonal Dimensions
(age, gender, race, sexual orientation, physical ability, ethnicity, etc.)

Organizational Dimensions
(classification, management status, work content/field, work location, seniority, etc.)

External/Interpersonal Dimensions
(appearance, income, personal habits, martial status, education, religion, work experience, etc.)

Qualities of Inclusive Leaders:

- Visible commitment
- Humility
- Awareness of bias
- Curiosity about others
- Cultural intelligence
- Effective collaboration

Qualities of Inclusive Leaders:

- Self-Awareness
- Empathy/Perspective Taking
- Open to Criticism

Inclusive Leadership Advocacy Allyship
3 ways to be a better ally in the workplace

https://youtu.be/k12j-E1lsUU
Bring Your Allyship to Leadership

• Allyship and curiosity should be at the heart of a manager’s leadership mindset in order to create a more inclusive, welcoming workplace.

• Allyship means actively supporting people from marginalized groups.

• It’s about using as much institutional, social, and/or cultural privilege or power as you have to advocate for people who face oppression.

• Allies amplify unheard voices, call out barriers and biases that can inhibit progress, and act as role models in their commitment to diversity, equity, and inclusion.

• Curiosity is about proactively seeking out different points of view, listening to others, learning, and reflecting on what you’ve heard.

• People who are curious are open to new perspectives, welcome respectful exchanges of ideas, and channel their learning into action.
“The Key to Diversity and Inclusion is Empathy”
*(Tina Kuhn)*

“Empathy: The First Step Towards Inclusion”
*(Dr. Adetoun Yeaman and Dr. Sreyoshi Bhaduri)*
Brené Brown on Empathy

https://youtu.be/1Evwgu369Jw
Thank you!
**Videos**

Know Your Why | Michael Jr. [https://youtu.be/1ytFB8TrkTo](https://youtu.be/1ytFB8TrkTo)

Multnomah County Library: Creating conditions for equity to flourish [https://youtu.be/SKGlxh-zc0Y](https://youtu.be/SKGlxh-zc0Y)

3 ways to be a better ally in the workplace [https://youtu.be/k12j-E1LsUU](https://youtu.be/k12j-E1LsUU)


**Articles**

Understanding the Evolving Role of Cultural Diversity in the Workplace
[https://www.shrm.org/ResourcesAndTools/hr-topics/employee-relations/Documents/26078_pt2.pdf](https://www.shrm.org/ResourcesAndTools/hr-topics/employee-relations/Documents/26078_pt2.pdf)

Diversity Primer, Chapter 3. Policy and Legal Compliance

The Power of Empathy
[https://conservancy.umn.edu/bitstream/handle/11299/195756/power-of-empathy.pdf?sequence=1&isAllowed=y](https://conservancy.umn.edu/bitstream/handle/11299/195756/power-of-empathy.pdf?sequence=1&isAllowed=y)