GENDER DIVERSITY POLICY

[Organization Name] strives for gender diversity and inclusiveness in our workforce. Gender diversity is intended to be equitable or fair representation of people of different genders. It most commonly refers to an equitable ratio of men and women, but may also include individuals who identify as non-binary or gender non-conforming.

Our goal is to have a workforce that is gender diverse in all job classifications and levels and to ensure that all genders are equitably represented in senior leadership, executive and board roles [Organization Name] also seeks to foster a culture in which the organization recruits, retains, and promotes traditionally-underrepresented genders in areas/roles where that gender has historically been marginalized or otherwise discouraged from participating.

Since different genders may have different viewpoints, perspectives, ideas, and market insights, a gender diverse workforce enables better problem solving. Gender diverse organizations can result in an increased level of customer/client/member understanding and satisfaction. Gender diverse organization also enjoy heightened levels of creativity, innovation and the development of product and services that meet the needs of a diverse customer base.

Achieving gender diversity within an organization has the potential to yield multiple benefits, including an overall increase in business performance, increase in number of customers or members, increase in revenues and financial performance. By promoting gender diversity, organizations are also more likely to attract more diverse talent and those individuals who consider gender diversity policies when considering potential employers.

ETHNIC DIVERSITY POLICY

[Organization Name] is committed to the hiring, retention and promotion of racially and ethnically diverse employees. Our retention and promotion strategies are focused on providing a culture and work environment where racially and ethnically diverse employees have the opportunity to be successful in their careers and to be represented at all levels of the organization including senior leadership.

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our diverse employees invest in their work represents a significant part of not only our culture, but our reputation, goodwill and long-term success. We aim to create a welcoming, supportive, and collaborative environment where full participation is valued and voices from diverse backgrounds and perspectives are heard.

[Organization Name's] racial and ethnic diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection, compensation and benefits, professional development and training, mentorship and sponsorship, work and project assignments, promotions, transfers, social and recreational programs, layoffs and the ongoing development of a work environment built on a premise of racial equity that encourages and enforces:
• Respectful communication and cooperation between all employees.
• Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
• Work/life balance through flexible work schedules to accommodate employees’ varying needs.
• Employer and employee contributions to the communities we serve to promote a greater understanding and respect for traditionally underserved and historically marginalized populations.

INCLUSION POLICY

[Organization Name] is committed to fostering, developing, enhancing, cultivating and maintaining a culture and atmosphere of inclusion. We work to ensure that all employees are made to feel welcomed, valued, respected and heard. We believe that it is important that each employee’s unique value is known and appreciated and that our employees feel a sense of belonging.

We recognize, embrace and celebrate our employees’ differences in age, color, race, ethnicity, family or marital status, gender identity or expression, sexual orientation, language, national origin, physical and mental ability, political affiliation, religious affiliation, socioeconomic status, citizenship status and other identities that make our employees unique.

All employees of [Organization Name] have a responsibility to treat others with dignity, empathy, kindness, courtesy and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site and at all other organization-sponsored and participative events.

EMPLOYEE ENGAGEMENT POLICY

[Organization Name] is committed to a workplace approach resulting in the right conditions for all members of an organization to give their best each day, to feel committed to their organization’s goals and values, and to be motivated to contribute to organizational success with an enhanced sense of their own well-being.

We define engagement as the emotional commitment the employee has to the organization and its goals. We understand that employee engagement is about having a clear understanding of how an organization is fulfilling its purpose and objectives and how it is evolving to better fulfill them. As part of our commitment to fostering employee engagement, [Organization Name] gives employees a voice in the organization. Employees are encouraged to offer ideas and express views through their direct supervisor, employee resources groups, employee forums, town halls, organizational retreats and annual meeting.

Employee engagement is based on trust, integrity, two-way commitment and communication between an organization and its employees. We believe that employee engagement increases the chances of business success, contributing to organizational and individual performance, productivity and well-being.

We work to ensure that all employees are:
• included fully as a member of the team.
• focused on clear goals, trusted and empowered.
• receiving regular and constructive feedback.
• supported in developing new skills.
• thanked and recognized for achievements, milestones and exemplary performance.
**FULL-TIME EMPLOYMENT POLICY**

[Organization Name] is committed to providing full-time employment as the primary basis of our workforce. All employees are classified as either regular or temporary. Regular employees are employees hired for an indefinite term without a specific termination date. Temporary employees are employees hired for a defined and limited period with a specific, predetermined termination date. Temporary positions will not be construed at any time as conferring any contractual or other rights for an indefinite term position.

Employees also are classified as either exempt or nonexempt according to provisions of federal, national, regional, state, or provincial law. [Organization Name] will designate employees as exempt or nonexempt upon hiring or reassignment of duties. Exempt employees are those employees who are exempt from overtime and minimum wage standards.

Regular Full-time Employees are those employees who work at least 30 hours per week. Regular full-time employees are eligible for all regularly offered benefit programs and plans subject to established waiting periods and other plan conditions.

Regular Part-time Employees are those employees working fewer than 30 hours per week and are eligible for pro-rated holiday pay, annual and sick leave. These employees are typically non-exempt and subject to overtime rules. Part-time employees are not eligible for other benefits.

Temporary Employees are those employees who are paid hourly under a Letter of Agreement for a specified period of time. Temporary employees working full-time for 6 months or more are eligible for full benefits. Those working temporary positions for less than 6 months are eligible for pro-rated sick leave and paid holidays.

Independent Contractors provide services that can be similar in scope to employees and are compensated according to the terms formalized in an Independent Contractor Agreement. Independent Contractors are not eligible for benefits.

**PAY-Scale Equity Policy**

[Organization Name] is committed to pay scale equity. We are aware of the trend that relates to income inequality and society’s historical overvaluation of work performed by senior level job classifications and the undervaluation of work performed by employees in junior level job classifications. While [Organization Name] recognizes that there are merited differences in employee compensation within and between an organization’s levels of employees, we place an equitable limit on the compensation ratio between the lowest and highest paid employee at 1:X. This policy does not preclude the organization from making discretionary payments to any employee based on performance or other merit-based factors.

**Freedom of Association Policy**

[Organization Name] supports the principles of Freedom of Association and the right of collective bargaining. We recognize the right to collective bargaining is the key to the representation of collective interests. It builds on freedom of association and renders collective representation meaningful. Collective bargaining can play an important role in enhancing enterprise performance, managing change and building harmonious employer-employee relations.
We recognize that collective bargaining can serve as a powerful tool for engagement between employers’ and workers’ organizations to address economic and social concerns. It can strengthen historically marginalized voices, reduce poverty and social disadvantage. This can be done by applying collective bargaining to the needs of the parties and promoting voluntary agreements that sustain the well-being of individuals and enterprises.

[Organization Name] employees have the right to engage in other concerted activities for the purpose of collective bargaining or other mutual aid or protection, and they also have the right to refrain from any or all such activities except to the extent that such right may be affected by an agreement requiring membership in a labor organization as a condition of employment.

**LIVING WAGE POLICY**

[Organization Name] is committed to providing a minimum of a Living Wage for all employees. A Living Wage is defined as financial compensation that reflects what individuals need to support themselves and their families above the poverty line, based on the actual costs of living in a specific region or community. A Living Wage helps with the basic and essential costs of living and helps to provide an adequate standard of living.

For employees based in the United States, [Organization Name] will use the MIT Living Wage Calculator as the standard framework for determining the minimum Living Wage for our employees. The minimum Living Wage we have selected for our employees is based on the 2 adults and x children family configuration.

For employees based in countries outside the United States, we have selected the following third party or NGO supported Living Wage frameworks:

A. Living Wage Canada  
B. Living Wage Foundation (U.K.)  
C. Global Living Wage Coalition

For employees based in countries where no established or credible Living Wage framework is available, we will pay employees at least 200 percent of the prevailing national minimum wage.

**GENDER PAY EQUITY POLICY**

[Organization Name] is committed to gender equity in pay, and our goal is to eliminate systemic bias and discrimination that relates to the historical undervaluation of work performed by women and other non-male genders and to the historical underpayment of work performed by women and other non-male genders in comparison to men who perform similar work or who hold similar titles.

We are committed to ensuring that women are treated on the same basis with men in terms of compensation for the work they perform. All employees performing the same or similar work or work of equal value will be compensated equitably.

[Organization Name] will conduct an annual gender pay equity audit by job title. We commit to making changes to compensation when an audit yields unexplained variances between genders in a pay class.
PHYSICAL HEALTH POLICY

[Organization Name] believes that it is important to promote the health of our employees and to foster a healthy work environment. We believe that the use of effective workplace programs and policies can reduce health risks and improve the quality of life for our employees. We are committed to creating a wellness culture that is employee-centered and allows for a physical environment where safety is ensured and where health can emerge. We invest in workplace health programs to improve employee health, productivity, recruitment and retention, organizational culture and employee morale.

We are committed to a systematic process of building a workplace health promotion program that emphasizes four main steps:

Step 1 – Workplace Health Assessment
Step 2 – Planning the Program
Step 3 – Implementing the Program
Step 4 – Determine Impact through Evaluation

WELL-BEING POLICY

[Organization Name] believes that it is important to promote the emotional and psychological well-being of our employees and to foster a healthy work environment. We believe that the use of effective workplace well-being programs and policies can reduce stress and improves the quality of life for our workforce. We are committed to creating a work environment and atmosphere that allows employees to feel recognized as multi-dimensional, complex and evolving individuals. We invest in workplace well-being programs to improve employee health, productivity, recruitment and retention, organizational culture and employee morale.

We are committed to a comprehensive employee well-being program that incorporates the following components:

- Flexible work arrangements
- Mindfulness and stress reduction education
- Financial literacy education and retirement planning
- Dedicated lactation room
- Meditation/prayer/reflection space
- Gender neutral bathrooms
- Employee Resource Groups
- Employee Assistance Program
- Culturally appropriate social outings

HEALTH CARE POLICY

[Organization Name] provides a comprehensive package of health care benefits to all regular full-time employees. These benefits include medical, prescription drug, vision and dental
coverage. [Organization Name] is responsible for paying x% of the health care plan premiums. A full-time employee is defined as an employee who works a minimum of X hours per week. New full-time employees are eligible for coverage on the first day of the month following thirty days of employment. [Organization Name] offers a comprehensive package of health care benefits to both same-sex and opposite-sex partners and dependents of all regular full-time employees. Employee is responsible for paying x% of the health care plan premiums for partners and dependents.

RETIREMENT PROVISION POLICY

[Organization Name] provides a defined contribution retirement plan with auto-enrollment with a default contribution level of X percent and immediate eligibility with employer match of up Y percent. Employees can choose to participate at a contribution level higher than X percent. Employees can choose to opt out of the retirement plan. The investment options available will include at least one socially responsible investment (SRI) fund.

FAMILY/MEDICAL LEAVE POLICY

[Organization Name] provides up to X weeks of paid leave for any employee welcoming a child through birth, adoption, or foster placement or dealing with a serious health condition of their own or that of a family member. A serious health condition is one requiring either inpatient care or continuing treatment by a health care provider. We define a family member to be parents, spouses, domestic partners, children, grandparents, siblings, in-laws and parents of domestic partners. While on leave, employees are paid Y percent of their normal salaries. This leave policy applies equitably to all employees (salaried, hourly, full-time, part-time, and contractors).

In order to support work/life balance and the needs of families, [Organization Name] will provide the following flexible work arrangements if they can be accommodated without detriment to the employee, team, department or organization:

- Condensed work weeks (e.g. four 10-hour work days)
- Customized working hours (e.g. 7am to 3pm work day)
- Telecommuting (e.g. employees work one or two days a week from home)
- Job Sharing (e.g. two employees share a full-time role)

TRAINING/EDUCATION POLICY

[Organization Name] believes that it is important to support, sponsor and contribute to the continuing education, training and skill development of our employees. Training can take the form of professional continuing education, leadership training, tuition support for higher education, General Education Diploma (GED) courses, apprenticeship and skilled trades programs, stackable certificates, language training or other personal development such as financial literacy, computer competency and management. [Organization Name] has allocated X dollars per employee per calendar year for training and continuing education purposes. The support provided can include directly paying tuition and fees, conference registration, reimbursement for books, travel, lodging and expenses. [Organization Name] will pay employees their standard wage or salary while participating in approved educational activities scheduled over the course of a standard work week.
LOCAL COMMUNITIES POLICY

[Organization Name] believes that community members and stakeholders have the right to be involved in decision making about projects and programs that will affect their lives. We engage local stakeholders not only to ensure that local communities benefit from decisions and investments, but also because local communities can contribute invaluable knowledge and unique perspectives that can help our organization minimize risks, generate goodwill and facilitate broad-based support of new services, developments and projects.

Where appropriate, [Organization Name] supports local communities through a number of engagement vehicles and negotiated agreements:

- Convening local community groups for input
- Conducting a social impact assessment
- Formation of community consultation committee
- Publishing a community development plan
- Appointment of local community members to board of directors or board of trustees
- Negotiating a community benefits agreement

VOLUNTEERING POLICY

[Organization Name] is committed to giving back to our communities by supporting our employee volunteering efforts. Volunteering is an investment in a community and its peoples. Volunteering provides valuable community services and strengthens a community in many ways. Such activities can include volunteering in the classroom, mentoring youth, assisting the elderly, advocating for social justice issues, stocking food banks, caring for animals in shelters and environmental restoration work. Community volunteering is an important measure of the civic health of a community and a nation. [Organization Name] provides up to X hours of paid time off work annually for each employee to participate in volunteer activities of their choosing as a service to non-profit organizations or charitable groups. Over and above this policy, [Organization Name] may also sponsor volunteering activities that are of specific interest to the organization. Employees will also be paid their regular wage or salary if such activities take place over normal business hours.

ANIMAL WELFARE POLICY

[Organization Name] is committed to the philosophy of animal compassion and welfare. We believe that we have an intrinsic duty to prevent the harm, abuse and torture of animals. In order to better safeguard the welfare of animals and to develop a higher level of empathy for their plight, we support the following policies and practices:

- Organization selects a catering menu for internal and external functions that is X percent plant-based. If the menu is not 100% plant-based, Organization selects supplemental menu items that are plant-forward and contain only certified humane animal products.
- Organization purchases or sources supplies, materials and ingredients that have not been tested on animals.
- Organization supports a companion animal friendly work environment.
- Organization sponsors volunteering at animal shelters or animal sanctuaries.
- Organization directs Y percent of total annual charitable donations to animal welfare organizations including shelters and sanctuaries.
• Organization will not provide products or services that directly support the creation or development of animal testing facilities or factory farms.

CHARITABLE GIVING POLICY

[Organization Name] supports charitable causes within the communities where we operate and regions where financial assistance can greatly alleviate human suffering. Specifically, [Organization Name] commits to donating a minimum of X percent of net profits or Y percent of gross sales to registered charitable or not-for-profit organizations on an annual basis. We encourage charitable giving by our employees and will provide an annual match of up to Z dollars. Our charitable giving policy is guided by these principles:

• We make charitable contributions to registered nonprofit, nongovernmental, civic or educational organizations

• We support organizations that demonstrate evidence of social and environmental impact, financial soundness and the capacity to implement initiatives and evaluate their success

• The organization, program or project must align with our corporate social responsibility priorities

• We support organizations who have a clear focus on diversity, equity and inclusion efforts

• We primarily serve communities in which the organization has a business presence

• We support organizations that have demonstrated expertise providing important services in regions devastated by natural disasters or civil strife

• We serve organizations that seek to develop innovative holistic and systemic solutions to issues

• We engage our employees and leverage their expertise, knowledge and passion

POSITIVE PRODUCTS POLICY

[Organization Name] is committed to a sustainable future and to improving the social, economic and environmental well-being of the communities that we serve. We develop, design and manufacture products that contribute to the betterment of society and the environment. Our commitment to positive products includes the complete life cycle of a product, from concept to design, manufacture, sale, use, reuse and disposal. We aim to generate at least X percent of total sales or revenues from products that have positive environmental attributes and social impact. We seek the following third-party certifications for our products:

• Living Product Challenge Certification
• Declare Label
• Certified Cradle to Cradle
• Certified Organic
• Certified Biodynamic
• Energy Star Rated
• CarbonFree Certified
• WaterSense Label
• Fair Trade Certified
• FSC Certified
• SCS Global
• Rainforest Alliance Certified
• Non-GMO Verified
• ECOLOGO Certified
• GreenCircle Certified

**POSITIVE SERVICES POLICY**

[Organization Name] is committed to a sustainable future and to improving the social, economic and environmental well-being of the communities that we serve. We provide services that contribute to the betterment of society and the environment. We aim to generate at least X percent of total sales or revenues from services that have positive environmental attributes and social impact. We seek the following third-party certifications for our services:

• Zero Carbon
• Zero Energy
• Core Green Building
• Living Building Challenge
• LEED
• BREEAM
• Green Globes
• Passive House
• Sites
• WELL
• Fitwel
• Green Seal

**EQUITABLE PURCHASING POLICY**

[Organization Name] is committed to equitable local economic and community development by procuring products and services from small, local independent businesses. [Organization Name] uses our purchasing power to stimulate local economic development, create local employment, redistribute wealth and to build thriving communities. We have set a policy to purchase a minimum of X percent of all goods and services, as determined by total dollars spent, with small, local independent businesses. In addition, we have set a policy to purchase a minimum of Y percent of all goods and services, as determined by total dollars spent, with certified Minority-Owned Businesses, Women-Owned Businesses, Service-Disabled Veteran-Owned Businesses, certified B Corps, JUST labelled Businesses or Worker Cooperative Businesses.

**SUPPLY CHAIN POLICY**

[Organization Name] is committed to using the SA8000:2014 standard to manage the social performance of our supply chain. The standard reflects labor provisions contained within the Universal Declaration of Human Rights and International Labor Organization (ILO)
conventions. The SA8000:2014 standard measures social performance in eight key areas important to social accountability in workplaces, anchored by a management system element that drives continuous improvement in all areas of the standard. These areas include:

- Child Labor
- Forced or Compulsory Labor
- Health and Safety
- Freedom of Association
- Discrimination
- Disciplinary Practices
- Working Hours
- Remuneration

We have implemented an appropriate management system to ensure that our organization complies with the standard. We act to improve the social performance of our supply chain when our audit uncovers areas for improvement.

**SUBCONTRACTOR POLICY**

[Organization Name] has implemented a robust contracting process with a clear focus on improving social equity outcomes through the use of small businesses owned by socially and economically disadvantaged people or businesses that have demonstrated a clear mission to social equity outcomes. These businesses will include certified Minority-Owned Businesses, Women-Owned Businesses, Service-Disabled Veteran-Owned Businesses, certified B Corps, JUST labelled Businesses or Worker Cooperative Businesses. [Organization Name] has a goal to award at least X percent of contracting dollars to socially disadvantaged small businesses or socially responsible small business enterprises each year.