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?