



WHAT'S NEXT?

ACTION STEPS TO KEEP THE MOMENTUM GOING

Watching this documentary, *Who We Are: A Chronicle of Racism in America*, and having this conversation together is an important first step. DEI work is educational and cultural, as well as structural and systemic. Below and on the other side of this sheet are CTI's suggestions for action steps to implement at your organization.

Educational and Cultural

- 1) Host a screening of *Who We Are* at your organization and reach out to CTI for assistance with facilitation.
- 2) Proactively encourage and initiate conversations about people's identities, stories, and life experiences. Don't tell people to leave their personal lives at the door.
- 3) Integrate team building activities and discussions into meetings so that people can get to know one another as people, not just colleagues.
- 4) Regularly distribute educational content about different forms of identity, bias, and allyship.
- 5) Develop a strategy for ongoing, consistent DEI training and professional development, not just a one-off training.
- 6) Schedule monthly town halls to share updates about DEI initiatives and organizational changes to ensure ongoing communication, feedback loops, and transparency.
- 7) Create Employee Resource Groups (also known as affinity spaces) and compensate your leaders.
- 8) Bring in guest speakers who can talk about different identities and facilitate more conversations and storytelling.
- 9) Conduct regular climate surveys for staff and clients, and use the data to drive conversations and change.
- 10) Create signage that reinforces your commitment to DEI, including gender neutral restroom signs.
- 11) Be a sponsor of local multicultural events and be present for important, local community events.
- 12) Remember that while race is a very important part of DEI work, it is also important to discuss and address other forms of identity, including gender, sexual orientation, religion, disability, age, and family status.

If you would like to collaborate, talk through these ideas, or would like assistance with facilitating a screening and discussion of *Who We Are* at your own organization, please reach out to Saadia Ahmad, Director of DEI at CTI, at sahmad@commteam.org or 978.654.5817.



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Structural and Systemic

- 1) Create time and space on your employees' schedules to pursue DEI conversations and projects. This will sometimes mean reprioritizing goals and adjusting timelines for other projects.
- 2) Hire a DEI Director or team. While it is important to have all staff involved with DEI work, having full-time staff focused primarily on DEI is a way to ensure that DEI remains front and center amidst other priorities.
- 3) Create a DEI budget and allocate financial and human resources for DEI work.
- 4) Institutionalize a supplier diversity protocol by assessing current suppliers and outreaching to diverse suppliers.
- 5) Approach succession planning by identifying and nurturing a diverse pool of talent early on to ensure strong, diverse leadership continuity.
- 6) Create a floating holiday policy that allows your staff to take a day off for religious, spiritual, or cultural observances.
- 7) Establish a bereavement policy that extends beyond biological family, recognizing that many people have diverse support networks and "chosen family" that aren't always reflected in societal and legal understandings of family.
- 8) Track demographics of interviews, hires, terminations, and resignations to identify patterns of bias and discrimination.
- 9) Include DEI questions in interviews and DEI requirements in performance evaluations and in all job postings.
- 10) Start a DEI Committee to ensure an ongoing feedback loop and staff involvement across all levels of your organization.
- 11) Ensure diverse board representation, which enhances innovation, decision-making, and mission alignment.
- 12) Engage in public advocacy on DEI issues, events, and policies to influence public opinion and societal change.

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