**Diversity, Equity and Inclusion Accreditation Compliance Items:**

**Samples for U.S. Special Olympics Programs**

Diversity, Equity and Inclusion are authentic to our mission of empowering people with intellectual disabilities and creating more respectful, equitable and inclusive communities. In order to model this for the world, we need to start with ourselves.

Starting in 2021, each U.S. Program is required to submit specific DE&I effort information/documentation every other year as part of the SOI Accreditation process.

The objectives and benefits of these Accreditation requirements are manyfold, but primary is to ensure Programs are incorporating diversity, equity and inclusion principles and behaviors throughout the organization, including the Board of Directors, staffing (paid and volunteers), outreach and programming, and operations.

The United States Leadership Council’s DE&I Task Force created the following samples for Programs to use as guides, templates and thought-starters. These map to specific Accreditation requirement elements, and can aid Programs as they integrate these policies and practices into their DE&I work.

Please note: these are samples. Each Program should discuss and implement language and policies that best serve and advance their Program. We recommend Programs consult their legal and/or HR counsel prior to finalization to address of any state-specific requirements and/or considerations.

**Diversity, Equity and Inclusion Vision Statement**

Diversity, Equity and Inclusion are at the heart of all that we do at Special Olympics [Program] as we strive to promote unity and create a world where everyone belongs.

We value, celebrate and respect all differences, backgrounds and perspectives and understand that greater diversity and inclusion creates a stronger and more innovative organization that delivers better results as we work with the athletes in all communities.

**Hiring / Job Announcement Statement**

Special Olympics [Program] is proud to be an equal opportunity employer. We do not discriminate on the basis of race, color, religion, sex, gender identity or expression, national origin, political affiliation, sexual orientation, marital status, disability, neurodiversity, age, parental status, socio-economic background, military service, or any other characteristic or status protected by applicable law.

**Hiring / Workplace Policy Statement**

We strive to create a workplace that reflects the communities we serve and where everyone feels empowered to bring their full, authentic selves and can do their best work.

**Sample DE&I Policy Objectives**

Programs are required to have a diversity, equity and inclusion policy. This policy can improve morale/productivity, facilitate diverse perspectives, ensure that all employees feel welcomed and included, enhance business operations, and increase the potential to attract a more diverse pool of candidates. Many staff, especially those from traditionally marginalized backgrounds, are likely to feel more engaged and included. This can only lead to better productivity.

A DE&I policy does not have to be overly-lengthy, and it can be part of your overall personnel policy. In fact, it is important to ensure that diversity, equity, and inclusion are woven into all strategic decisions and are operational priorities. Below are a few areas that should be included in your policy:

Recruitment

* Establish outreach programs to increase the pool of applicants from under-represented backgrounds.
* Provide training to hiring managers to mitigate potential bias and ensure that decisions are free from discrimination

Career Development

Ensure that:

* every employee’s skills, abilities and potential are fully developed and valued
* all employees have equal access to promotions and employment opportunities
* all managers receive training to ensure that employees are evaluated objectively to mitigate bias

Work Environment

* All employees are treated fairly, equitably and with respect
* The work environment is free from unlawful harassment, discrimination, bullying or workplace violence
* There is a process for employees to submit any complaints of discrimination or harassment that is clear, easily to use, fair, and protects the confidentiality of everyone involved, without any negative consequences for the person making a complaint
* Reasonable accommodation is provided for individuals with disabilities, special needs or needs related to religious observance or practices. (Addressed on case-by-case basis depending on facts and circumstances.)

Inclusion Practices

Every employee has a responsibility for respecting the dignity of all people and helping to foster an inclusive culture that is free from discrimination.

* All employees actively engage in annual diversity training to raise awareness about issues surrounding diversity and identify unconscious bias that can hinder the ability to work collaboratively.
* Managers role-model inclusive and respectful behavior, valuing all perspectives, and listening to diverse points of view
* Work-related social events recognize and include the needs and interests of a diverse staff

Community Engagement

* Conduct outreach to under-represented communities to increase their participation in all levels of the organization: as athletes, volunteers, coaches, donors, staff, board members, etc.

Vendors & Contractors

* Actively seek diverse suppliers for business needs. Solicit RFP proposals from minority, woman, veteran, service-disabled veteran-owned business enterprises, and those owned by or who employ people with intellectual or physical disabilities.

Measurement

* Collect diversity data on our constituent groups: board, staff, athletes, volunteers, coaches

Compliance and Consequences sample text

Special Olympics [Program] will not tolerate harassment, bullying or conduct that could lead or contribute to harassment of employees by managers, supervisors or co-workers. All aspects of employment including the decision to hire, promote, discipline, or discharge, will be based on merit, qualifications, skills, performance, and business needs.

Consequences:Employees who do not comply with this Policy and/or are found to have engaged in discrimination, harassment or bullying, will be subject to appropriate disciplinary action, up to and including termination of employment.

**Vendor Diversity Policy**

We believe that including diverse suppliers in our sourcing process provides us the greatest opportunity to develop innovative, high quality, and cost-effective business solutions. The business case for working with diverse suppliers is that it strengthens our organization internally and supports communities on the outside, as well as providing a competitive advantage to our organization.

**Process**

* Identification – We identify minority, woman, veteran, service-disabled veteran, people with intellectual or physical disabilities owned business enterprises that are capable of meeting our business requirements.
* Qualification – We determine relevant business criteria such as competencies, geographical scope, and capacity.
* Due Diligence – We validate MWVBE status through WBENC, NMSDC\*, Department of Veterans Affairs and other local sources to verify certification.
* Outreach – We actively seek diverse suppliers through participation in national, regional and local minority-and women-owned, business development organizations, people with intellectual or physical disabilities advocacy groups, and trade shows.

\* MWVBE - Minority, Woman, Veteran, and/or service-disabled veteran owned Business Enterprises; WBENC- Women’s Business Enterprises National Council; NMSDC- National Minority Supplier Development Council

**Questions for vendors:**

1. Is your company certified as a woman, service-disabled veteran-owned or minority-owned business?
2. If your company is woman, minority or service-disabled veteran-owned but not certified, does your company hold a Women's Business Enterprise National Council (WBENC), National Minority Supplier Development Council (NMSDC) or SBA 8(a) certification?
3. What information on the demographic profile of the owners of your company do you currently collect? If you do collect data, are you willing to share it with us? It will be used in numeric form without company information as part of our requirement to report the percentage of diverse vendors we work with.
4. Does your company have a Supplier Diversity Program? If so, describe efforts your company has made to increase business with women, minority and service-disabled veteran-owned businesses (i.e., does your company have a policy statement, participate in outreach activities, promote diverse firm subcontracting, publicize contract opportunities, provide certification assistance, etc.?) Please provide examples.

**Request for Proposal (RFP) Language**

Identification – We identify minority, woman, veteran, service-disabled veteran, people with intellectual or physical disabilities owned business enterprises that are capable of meeting our business requirements.

Outreach – We actively seek diverse suppliers through participation in local minority-and women-owned, business development organizations, people with intellectual or physical disabilities advocacy groups, and trade shows.

**DE&I Goals Template**

[Click here](https://media.specialolympics.org/sona/DEI-Goals-Template-for-US-Programs-2021.docx?_ga=2.44419620.102439658.1621460879-1571354764.1613510806) for a Diversity, Equity and Inclusion Goals Template with sample goals to be adopted/adjusted as appropriate for each Program and submitted as one of the requirements of Article 9 of the General Rules.