



The Guild

FOR HUMAN SERVICES

A Plan to Celebrate and Improve
Equality, Diversity, and Inclusion
July 2023-June 2024

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POLICY

It is the policy of The Guild for Human Services to provide effective services to people of all abilities, cultures, ages (over 6 years old), races, genders and gender identities, sexual orientations, socio-economic statuses, languages, ethnic backgrounds, spiritual beliefs, and religions. The Guild recognizes, values, affirms, and respects the worth of all individuals, protects human rights, and preserves the dignity of each person. The Guild adheres to equal employment opportunity and non-discrimination practices in all aspects of service.

Further, it is the policy of The Guild for Human Services to maintain a written Diversity and Inclusion Plan that describes how the unique identities of students, individuals, families, staff members, and volunteers are reflected in The Guild's culture and operations.

DEFINING DIVERSITY

Defining "Diversity" The Merriam Webster Dictionary defines diversity as "the condition of having or being composed of differing elements: variety." This definition appears simple; but, its complexity is revealed when reconciling how distinctive identities can be supported within a community that seeks solidarity among its members. It is an imperfect process.

When we are at our best, diversity among The Guild's community is shared through the exploration of our differences as well as our common humanity in safe, positive, and nurturing environments. It is about understanding each other and moving beyond simple tolerance to embracing and celebrating the rich dimensions within and among us. It is an egalitarian view that presumes differentiation happens among equals. But, when we are at our most challenged, differences can be used to rationalize power and undercut the choices of others.

Even with good intentions, The Guild is not exempt from the impacts of power and privilege in society. It is upon us to improve constantly, promote our strengths, and ensure discrimination does not undermine our common mission. As such, this plan outlines The Guild's FY24 goals to advance equality, representative diversity, and a culture of inclusion.

EQUALITY

Equality is the foundation to fostering an environment where all individuals, staff, families, and supporters can achieve their potential. It is about protecting rights and removing barriers to self-determination.

FY24 Equality Goals

1. Support a Human Rights Community for both adult and youth programs by holding regular human rights meetings and training the members as human rights officers. This community will include engaging individuals, staff, and board members to participate in visits to residential programs for observation, familiarization, and sharing feedback.
2. Ensure access to the Diversity Plan throughout The Guild, including through community and family presentations, increased prominence on the website and on social media platforms, printed materials (with visual and translated options), and through lesson plans/activities and student council meetings.
3. Increase the accuracy, fulsomeness, and variety of demographic data fields supported in Paycom to yield more complete data on the diversity of The Guild's workforce, including combining salary equity analysis with EEO-1 data.
4. Share with staff on a wide scale why staff demographics are collected and in what ways The Guild utilizes this information for ongoing workplace diversity tracking.
5. Continue annual salary equity reviews and adjustments to ensure fair labor practices with added emphasis on internal promotion data, increased categories of data comparison (i.e. LGBTQ), and internal versus external candidate comparisons.
6. Increase access to professional development opportunities within Disability Rights and continue annual human rights training for all employees and Trustees.

REPRESENTATIVE DIVERSITY

Representative diversity is the proportional representation of varied identities in positions of opportunity and authority. A lack of diversity across all positions, including leadership, can affect The Guild’s ability to understand the interests, contributions, and needs of the people we serve. Representative diversity is a challenge of social justice and central to The Guild’s well-being.

FY24 Representation Goals

1. Expand and explore more creative (traditional and main stream learning forms) to enhance the Medication Administration Program (MAP) training by custom- designing an English language learning (ELL) curricula to improve the MAP test pass rate.
2. Continue to expand the size of the Board of Trustees and proportion of diverse identities of Board members.
3. Continue to review and improve representative diversity ratios at all levels of the organization and report results out to The Guild community.
4. Ensure that individuals served at The Guild are represented on professional learning committees, leadership hiring committees, planning groups, and orientation trainings. Expand the voice and choice of adult self-advocates in program planning and all program committees.
5. Incorporate the Student Council into program advisory groups for direct input into program development and integration.
6. Include parent/guardians and individuals as trainers for staff.

CULTURE OF INCLUSION THROUGH COLLECTIVE LEADERSHIP

Creating a culture of inclusion helps individuals feel psychologically safe to share thoughts, consider new ideas, and take risks, all of which are linked to greater innovation, productivity, and retention. One method of creating a culture of inclusion is to implement a collective leadership model of decision making. Collective leadership is a relational approach to organizational management in which multiple individuals assume leadership roles within a group. In turn, groups provide interdisciplinary leadership to the wider community. It is a transformational approach rooted in a commitment to inclusion and social justice.

FY24 Inclusion Goals

1. Initiate online learning management system to make online and video training available at alternative times and locations.
2. Differentiate regulatory, policy, and procedural information from The Guild's policy manual; embed the information on the Guild's website for WCAG AAA accessibility and multi-lingual translation.
3. Expand access to electronic communication (i.e. video conferencing) for all individuals, particularly those who communicate nonverbally.
4. Enhance and promote communication systems for non-English speaking families.
5. Provide individuals served at The Guild with self-advocacy training, at developmentally appropriate level, to advocate for and communicate issues of importance to them.
6. Continue implementation of the Sexuality Curriculum across adult program and introduce it across the youth programs.
7. Develop partnerships with local cultural and faith-based organizations that support our residents and students in connecting to and participating in their heritage, culture and religion.