

Diversity, Opportunity, and Inclusion

2023 Annual Report Template

AGENCY: VTC

YEAR: 2023

2023
ACCOMPLISHMENTS

Goal 1: Access and Success: *Recruit and retain a diverse workforce by increasing access to diverse populations for recruiting.*

Objective 1: *Continue to improve hiring processes and increase access to potential applicants from diverse populations.*

- Specific recruiting sources used to ensure applicants from diverse populations, including HBCUs, Diversityjobs.com, V3
- All interview panels must be diverse in gender, age, race, seniority level, etc.
- VTC Internship program is used as a talent pipeline.

Objective 2: *Continue to retain and promote a diverse workforce.*

- Unconscious Bias 101 training is part of the onboarding process.
- Diversity and Inclusion trainings are offered at least four times per year.
- VEDP's Learning and Development Manager designs and conducts internal professional development training available to all VTC staff on a range of topics.
- All VTC internal and external communications are designed to be accessible to those with diverse needs. Virginia.org and vatc.org are compliant with ADA standards.

Goal 2: Welcoming and Respectful Culture: *Create and sustain a culture that welcomes and embraces diverse opinions, independent thinking, and respectful interactions to deliver optimal results for the organization and its customers.*

Objective 1: *Persist in creating and maintaining a climate that is supportive and respectful and that values and integrates differing perspectives and experiences.*

- D/I Committee is made up of VEDP and VTC employees that come together to plan charity events, annual D&I trainings, and discuss D&I related topics of interest or concern to the committee.
- Learning opportunities are provided throughout the year.

Objective 2: *Continue to provide an environment where conflicts, concerns, and complaints are aired and addressed expeditiously.*

- Open-Door Policy, Anti-Bullying, and Anti-Harassment policies included in the VTC Employee Handbook and reviewed during New Hire Orientation and Onboarding.
- Inappropriate behavior and complaints are promptly addressed using a standard process.
- Anonymous feedback mechanism to solicit staff comments, questions, and concerns which are addressed by the Executive Team.

Goal 3. State Agency DOI Infrastructure & Training: *Maintain a plan and infrastructure that continues to provide individualized skills training and career development for state employees. Agencies report annually on DOI goals and accomplishments.*

Objective 1: *Continue to amplify opportunities to advance the goals outlined in this framework.*

- Diversity and Inclusion goals have been added to all position descriptions.
- Diversity and Inclusion efforts have been added to authorities' Strategic and Operating Plans.

Objective 2: *Continue to create structures and processes of accountability to increase organizational effectiveness with the Department of Human Resource Management.*

- Human Resources Director is the point of contact for DHRM and is engaged in all aspects of the DOI Plan.
- Executive Team is involved and instrumental in providing feedback for all initiatives.

Objective 3: *Continue to provide training and educational workshops available to all employees. **Get with Laura to discuss other information*

- Professional Development Training is currently offered in the classroom and virtually to accommodate employee availability and learning styles.
- Professional development opportunities are offered at all levels.
Annual Diversity and Inclusion classes are offered on a variety of topics.

2024 AGENCY DOI GOALS

Agency Goal 1: Access & Success – Recruit and retain a diverse workforce by increasing access to diverse populations for recruiting.

- Continue efforts described in 2023 accomplishments
- Continue to grow and improve Summer Internship Program
- Explore logistics and interest of adding Fall Internship option
- Utilize recruiting sources that target diverse populations

Agency Goal 2: Welcoming & Respectful Culture - Create and sustain a culture that welcomes and embraces diverse opinions, independent thinking, and respectful interactions to deliver optimal results for the organization and its customers.

Objective 1: *Persist in creating and maintaining a climate that is supportive and respectful and that values and integrates differing perspectives and experiences.*

- Promote VTC Values and encourage employees to “live” our values in their daily work
- Encourage participation in D&I Committee
- Facilitate Meet and Greets to allow staff to get to know each other

Objective 2: *Continue to provide an environment where conflicts, concerns, and complaints are aired and addressed expeditiously.*

- Continue to review policies with new hires
- Continue to address complaints or inappropriate behavior promptly

Agency Goal 3: State Agency DOI Infrastructure & Training Maintain a plan and infrastructure that continues to provide individualized skills training and career development for state employees. Agencies report annually on DOI goals and accomplishments.

Objective 1: Diversity and Inclusion Resources

- Provide opportunities for staff to get involved in D&I Committee
- Continue Quarterly Charities Initiatives to engage local community
- Provide optional D&I trainings on a variety of topics
- Facilitate D&I events to foster learning among staff
- Continue to update HR Intranet page with D&I resources

Objective 2: Increase Learning and Development Opportunities

- Partner with Organization Development team to provide relevant professional development opportunities
- Work with L&D Manager to curate courses in LinkedIn Learning on a wide range of topics applicable to people in various positions and at various levels of experience and responsibility
- Partner with CommonHealth to provide staff with education and resources for overall health and wellbeing

