

Diversity, Opportunity, and Inclusion

2023 Annual Report

AGENCY: VEDP

YEAR: 2023

2023
ACCOMPLISHMENTS

Goal 1: Access & 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
- Interview panels must be diverse in gender, age, race, seniority level, etc.
- The VEDP 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 training are offered at least four times per year.
- VEDP's Learning and Development Manager designs and conducts internal professional development training available to all staff on a range of topics.
- All internal and external communications are designed to be accessible to those with diverse needs. The PowerPoint Template and website 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 who come together to plan charity events, conduct annual D&I trainings, and discuss D&I-related topics of interest or concern to the committee.
- Workspaces are ADA-compliant.
- 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 Employee Handbook and reviewed during New Hire Orientation and Onboarding.
- Inappropriate behavior and complaints are promptly addressed using a standard process.

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 agencies' Strategic and Operating Plans and position descriptions.

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

- The HR Director is the point of contact for DHRM and is engaged in all aspects of the plan.
- The Executive Leadership Team is involved and instrumental in providing feedback for all initiatives.

Objective 3: *Continue to provide training and educational workshops available to all employees.*

- Professional Development Training is currently offered for all levels in the classroom and virtually to accommodate employee availability and learning styles.
- LinkedIn Learning is also available to all staff as a self-paced option. Offers employees a wide range of topics and learning opportunities to choose from.
- A needs assessment was conducted to determine training opportunities and identify learning gaps. This data was used to inform professional development training offered throughout the year.
- Annual Career Conversations are conducted to facilitate training needs and professional growth opportunities.

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 the 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 VEDP Values and encourage employees to “live” our values in their daily work
- VEDP values are shared during orientation and employees attend “Creating a Value-Centered Culture” training course
- Encourage employees to recognize other employees displaying VEDP values
- Highlight employees and what VEDP values mean to them and how they display them to others
- 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 the D&I Committee
- Continue Quarterly Charities Initiatives to engage local community
- Provide optional D&I training on a variety of topics
- Facilitate D&I events to foster learning among staff
- Continue to update the 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

