



Gunston Hall DOI Plan

2023 Accomplishments:

Gunston Hall did not establish 2023 DOI goals and objectives.

2024 Agency DOI Goals

Goal 1: Access and Success

Objective 1 :

- a. To expand sources for recruiting diverse talent, Gunston Hall's job opportunities are listed on diverse job websites.
- b. Continue to utilize the "Alternative Hiring Process" for people with disabilities.
- c. Continue to use interview panels that include members of diverse backgrounds and perspectives.

Objective 2:

- a. Finalize the employee handbook to ensure that new employees are made aware and understand the agency's inclusive principles and practices.
- b. Continue to promote training and development opportunities to all levels of staff.
- c. Continue to ensure accessibility for diverse needs including but not limited to language access, digital access, and access for individuals with disabilities.
- d. We will update and monitor our website to make sure we meet the Site improve web accessibility score of 81 or higher per the COV requirements.
- e. Continue to collect employee feedback from multiple sources, including surveys, exit interviews, grievances, and hotline investigations and address validated concerns.

Goal 2: Welcoming and Respectful Culture

Objective 1:

- a. Finalize the employee handbook to promote respect of all individuals and provide clear expectations for collegial interactions and compliance with the *Civility in the Workplace Policy*.
- b. Continue to encourage cross-collaboration and rotational assignments among employees to enrich the employee experience.
- c. Continue to offer events that recognize, value, and honor diversity and independent thinking.

Objective 2:

- a. Finalize the employee handbook to provide information on how to address inappropriate workplace behaviors, concerns, and complaints through a standardized process.
- b. Continue to provide training on conflict resolution for all levels of staff.

Goal 3: State Agency DOI Infrastructure and Training

Objective 1:

- a. To design processes to openly share DOI resources and best practices across agencies and units.

Objective 2:

- a. Utilize ARMICS processes to optimize the realization of the agency's and/or department's goals.
- b. Review internal policies and approved necessary changes.
- c. Align DOI responsibilities and tasks with other human resources functions and provide a point of contact within the agency's leadership team or human resources department to this office.
- d. Engage agency leaders and key stakeholders in reviewing and analyzing reports to identify achievements as well as opportunities.

Objective 3:

- a. Offer training and workshops for DEI training for all staff levels.
- b. Continue to ensure training programs to all employees, including through multiple modes of facilitation.
- c. Continue to increase training opportunities.