

# Diversity, Opportunity, and Inclusion

## 2024 Annual Report

AGENCY: VTC

YEAR: 2024

### 2024 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.
- VEDP Internship program is used as a talent pipeline. Hosted 12 summer interns.

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

- Unconscious Bias 101 training is part of the onboarding process and 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 staff on a range of topics.
- All internal and external communications are designed to be accessible to those with diverse needs. 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 that come together to plan charity events, annual D&I trainings, and discuss D&I related topics of interest or concern to the committee. New staff are invited to become involved.
- Employee Connections Committee is run by employees to increase employee engagement and collaboration.
- Employees can recognize other employees displaying VEDP Values using our performance management feedback module.
- Human Resources keeps intranet pages up-to-date with relevant information and planned events.

**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 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 as well as all position descriptions.

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

- The Vice President, Human Resources 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 classroom and virtually to accommodate employee availability and learning styles.
- Learning & Development Manager curated courses in LinkedIn Learning on a wide range of topics available to all staff. Courses are also curated as needs arise.
- Annual Career Conversations were conducted to facilitate training needs and professional growth opportunities.

## 2025 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 2024 accomplishments.
- Continue to grow and improve Summer Internship Program.
- 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 and Employee Lunch Lottery 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.

