
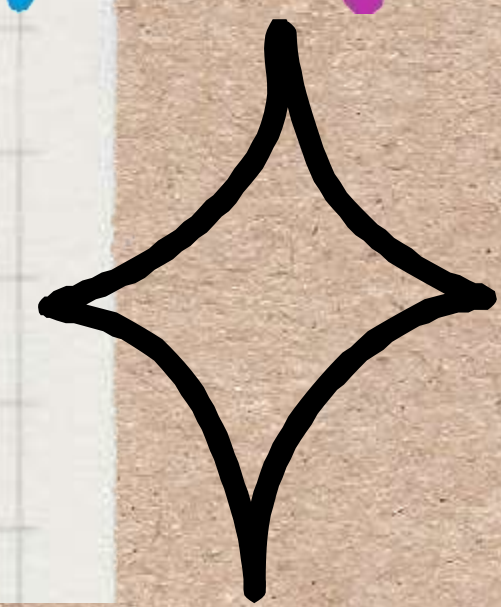





**CREATION OF A DIVERSITY, EQUITY AND
INCLUSION PROGRAM
SHALONDA BROWN, HUMAN RESOURCES
DIRECTOR**



**APRIL 28, 2023
CITY OF FOREST PARK, GEORGIA**





CITY OF
FORESTPARK

Department's Description and City of Forest Park's Mission

The City of Forest Park is a city that strives to foster meaningful relationships within the community. Striving to be recognized as a diverse community that values and respects all members of various cultures, ethnicities, and race. Striving to always provide fair, professional and courteous service through transparency and open communication. Our great city is continuously focusing on ways to enhance the community through community development projects that will aid with community growth. As the Human Resources Director of this great city my goal is to ensure we create an workplace environment of inclusiveness, one that strives to bring in diverse talent and ensure we all have equity.

The City of Forest Park is the city where you can live, work and play.

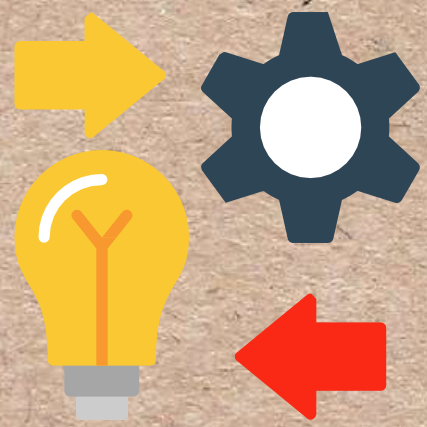


II. DEVELOPMENT AND IMPLEMENTATION OF AN OVERALL DEPARTMENT/ORGANIZATION DEI PROGRAM



THERE WERE SEVERAL MODULES THAT COULD REPRESENT THE PROJECT. HOWEVER FOSTERING EQUITABLE AND INCLUSIVE PRACTICES IN HUMAN RESOURCES IS THE ONE THAT IS VERY IMPORTANT. THERE IS A STIGMA IN TODAY'S SOCIETY IN WHICH THERE ARE THOUGHTS THAT THERE ARE UNFAIR HIRING PRACTICES WITHIN ORGANIZATIONS DUE TO THE FACT THAT THE CANDIDATES THAT ARE APPLYING DOESN'T ALWAYS LOOK LIKE THE COMMUNITY IN WHICH THEY LIVE. WHEN YOU ARE TRYING TO ENSURE YOU ARE CREATING A DIVERSE WORK ENVIRONMENT, YOU CAN ONLY WORK WITH THOSE WHO HAS TAKEN THE TIME OUT TO APPLY FOR CERTAIN POSITIONS. THAT IS WHY I FEEL THAT DEVELOPING AND IMPLEMENTING AN OVERALL ORGANIZATIONAL DEI PROGRAM WILL BE VERY BENEFICIAL TO OUR ORGANIZATION AND ALSO SHOW THE COMMUNITY THAT WE ARE DEDICATED TO ENSURING THAT WE ARE INCLUSIVE AND NEED THEIR BUYIN TO CONTINUE TO MOVE FORWARD AND GROW COLLECTIVELY.





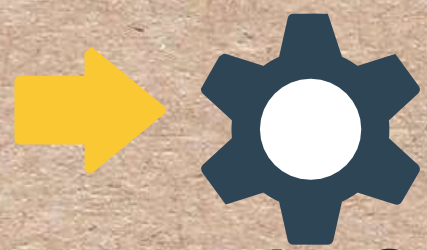
III. DESCRIPTION OF MY DEI IMPLEMENTATION PROJECT AND THE EXPECTED IMPACT

With this program I will create a team of diverse individuals who will be required to take a course in DEI. In order to understand the importance and create a program, all team members must be knowledgeable and understand the policies, procedures and best practices. My overall goal is to have all directors and deputy directors trained, so that they can educate their departments on the importance of DEI within the workplace. The more you expose yourself to knowing that the world is continuously changing, and things are done differently, it requires you to change your way of thinking. With my program implementation, the expected impact I plan to make is that we work hard to equip ourselves with the knowledge to ensure that we are being an inclusive employer, we are welcoming to all types of diverse backgrounds, and we value the opinions of our employees (allow them the chance to express their concerns or opinions ****buy in****).

I would like to develop the following as part of my project implementation:

- **Diversity Outreach** – This will allow the HR Department to enhance our recruitment efforts by partnering with local organizations and educational institutions to reach a broader pool of diverse talent. This will also allow the community to see that we are serious about our efforts in being a partnership.
- **Training** – Work with our local businesses on having training opportunities on topics such as: anti-harassment, workplace inclusion and diversity awareness. Training is very important in order to keep up with the ever-changing trends in today's society.
- **Community Events** – Work with city leaders and gather local leaders/experts within the community to engage in dialogue to discuss topics to promote equity and inclusion. The more engagement that you have the more the word is spreading out in the community and beyond. ****See next slide for example**
- **City Policy Review** – Work with city leaders to ensure our policies we have in place are compliant with applicable laws and regulations. (ADA accommodations, EEO compliance).

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Community Events Example



Community Summit:

"The Power of Conversation," a daylong race relations summit to connect communities through conversation. The summit will feature local community leaders and renowned experts on topics including developing an inclusive work environment, examining unconscious bias, building fair housing, understanding the social determinants of health and more.

"The Power of Conversation" summit will offer an important opportunity for the community to engage in dialogue designed to elevate the racial literacy and consciousness of individuals and organizations. Through these meaningful discussions, progress continues toward transforming systems and eliminating predictable racial disparities that hinder growth and success for all.

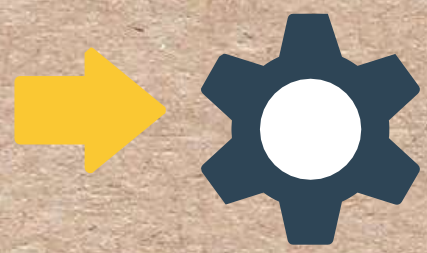
Topics such as:

Working Past Diversity and more in the direction of Belonging

Successfully building an inclusive workplace goes beyond setting diversity, equity and inclusion goals and making public Diversity Statements. To truly operationalize inclusion, leaders need to incorporate actionable methods that encourage inclusion at every stage of the employee experience.

The research is clear – inclusive environments are performance enhancers. They are characterized by higher productivity, less turnover and more resilient cultures. While basic research has shown that diverse and inclusive teams are better at problem-solving and fostering a global outlook, many professionals still struggle with building strategies for the modern workplace that maximize inclusion and belonging at all levels.





The Need to Be Conscious of Unconscious Bias

A crucial step toward an inclusive work environment is developing an awareness and understanding of biases that can unconsciously influence how we work and interact with people. We all have unconscious biases based on our experiences, influences, background, education and even brain chemistry.

Through awareness-building discussions and activities, role-plays and unconscious bias case studies, this will help you better understand bias and discover practical strategies that can help avoid bias and leverage the power of a more positive, inclusive work environment.

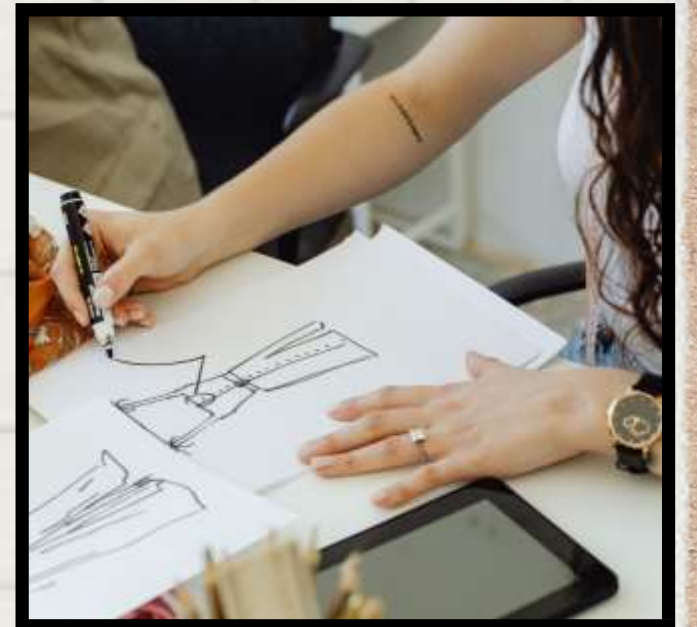
Equal Opportunity → Building a Culture of Respect

Human rights are rights we have simply because we exist as human beings - they are not granted by any state. These universal rights are inherent to us all, regardless of nationality, sex, national or ethnic origin, color, religion, language, or any other status. They range from the most fundamental - the right to life - to those that make life worth living, such as the rights to food, education, health, liberty, and work. The key to creating an accepting work environment is to treat everyone with respect and equality! It is very important to understand the EEOC laws, policies, and directives. During our conversation we will learn ways to avoid decision-making which may lead to discrimination complaints and enhance their ability to lead an inclusive workforce.



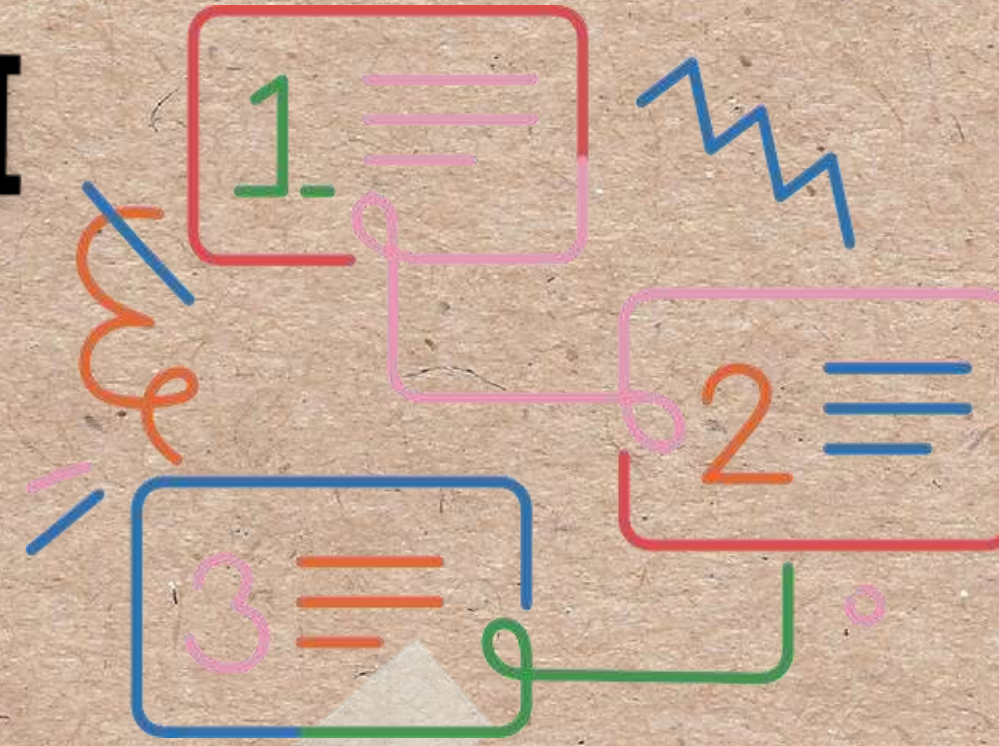
IV. DESCRIPTION OF WHO WILL BENEFIT FROM THE DEI IMPLEMENTATION PROJECT

THE IMPACT OF THIS PROJECT WILL BENEFIT THE CURRENT EMPLOYEES, PROSPECTIVE EMPLOYEES, AND COMMUNITY MEMBERS. COMMUNICATION AND COLLABORATION WITH THE VARIOUS HIGH SCHOOLS, TECHNICAL COLLEGES, COMMUNITY COLLEGES, STAFFING AGENCIES AND WORKFORCE DEVELOPMENT AGENCIES WILL HELP EXPAND OUR COMMUNITY ENGAGEMENT. THE COMMUNITY MEMBERS WILL QUICKLY SPREAD THE WORD THAT THE GREAT CITY THEY LIVE IN HAS A GREAT DEI PROGRAM AND ENCOURAGE OTHERS TO GET INVOLVED. THEY WILL ALSO BE PROUD OF THE COMMUNITY THAT THEY LIVE IN, WORK AND PLAY.





V. DESCRIBE STEPS TO MY DEI IMPLEMENTATION PROCESS:




1. I will first ensure that the team that is put together and the members have had the appropriate DE&I training in order to understand what is needed to teach and educate others.

2. Ensure that you have spoken to the appropriate leadership within the organization to get approval, feedback, and support of this project. It is very crucial that you have the support of your city officials.

3. As HR Director I will need to speak with all directors of the various departments to foster their support and help them understand the importance of DEI program within our city. **The Department Heads should be the initial DEI team because we have the most impact on our departments and staff. We ultimately hire and fire individuals within our departments. I would like for each department head to be a member of the DEI team to help facilitate this program. Buy in is needed in all areas and what better way than to touch each area of the city's workforce.

4. Meet with the various entities identified (schools, colleges, etc) to see how you can partner with them to be more inclusive.

VI. THE MEASURES THAT WILL BE USED TO DETERMINE APPROPRIATE PROCESS FOR MY DEI IMPLEMENTATION PROJECT



Initially, I will utilize surveys to get an idea of what are the most crucial areas of concern. The measures that I plan on using to determine the appropriate process will be quarterly reporting. It is very important to see if an idea or process is working. Once you get the statistics on what you are doing that will help you to critique the processes and streamline the program better.





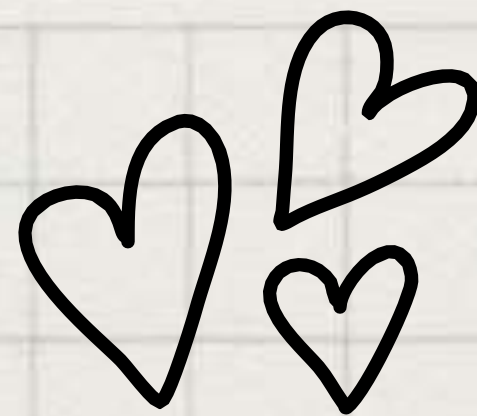
VII. THE OVERALL IMPACT OF MY DEI IMPLEMENTATION PROJECT

GOALS!



THE OVERALL IMPACT OF MY PROJECT WOULD BE THE CITY OF FOREST PARK WILL HAVE AN ESTABLISHED DEI PROGRAM THAT WILL BE ABLE TO BE SUSTAINABLE THROUGHOUT THE YEARS TO COME. THE COLLABORATIVE EFFORTS OF THE ORGANIZATION, BUSINESSES AND CITIZENS WITHIN THE COMMUNITY WILL BECOME A MOVEMENT WITHIN THE CITY/COUNTY AND STATE. IN MY CAPACITY OF HR DIRECTOR, I WANT TO ENSURE THAT I AM TAPPING A DIVERSE POOL OF CANDIDATES OUT THERE AND I WANT THE CANDIDATES TO KNOW THAT THE ORGANIZATION THAT THEY HAVE APPLIED IS VERY CONSCIOUS ABOUT THE DEI IN THE WORKPLACE.





Thank You

