*This is a sample policy that is intended as a starting point for your bank and should be discussed with stakeholders and adapted to fit your organization’s mission, values, strategy, and policies.*

**DIVERSITY, EQUITY, AND INCLUSION (DEI) POLICY**

(Approved mm/dd/yyyy)

**DIVERSITY, EQUITY, AND INCLUSION STATEMENT**

We commit to foster a diverse, equitable, and inclusive workforce and client base that embraces our communities. This is fundamental to our beliefs. Our core values and financial purpose compel us to invest in our culture, with the objective that all who interact with our organization can authentically express their unique identities and thrive in the environment.

**PURPOSE**

The purpose of this policy is to ensure transparency for all stakeholders with regard to expectations concerning diversity, equity, and inclusion (DEI), irrespective of sex; gender -assignment, expression, or identity; race; ethnic origin; living with a disability; neurodiversity; age; nationality or national origin; sexual orientation; religion or belief; marital or caregiver status; military experience; and socio-economic status.

We oppose all forms of unlawful and unfair discrimination. Our aim is to safeguard those who may face inequity or harassment due to protected characteristics.

All associates, whether part time, full time, or temporary, will be treated fairly, equitably, and with respect.

The Bank is committed to an equitable approach to provide equal opportunity for employment and advancement in all departments and/or programs. Selection for employment, promotion, training, or any other benefits will be on the basis of aptitude and ability. The Bank is committed to furthering economic equity in our community through the products and services we offer our customers and the value we provide.

We respect and value diverse life experiences and heritage and ensure that all voices are valued and heard.

DEI practices will apply to all matters of recruitment, employment, customer relationships, community relations, and vendor management.

**POLICY**

People are our most valuable asset. The individual qualities, life experiences, knowledge, innovation, self-expression, unique capabilities, and talent that associates invest in their work represent a part of not only our culture, but our reputation and company achievements.

We embrace the individual qualities that make [Bank] team members, customers, vendors, and other stakeholders unique.

Our diversity initiatives are applicable, but not limited, to our practices and policies on recruitment; compensation and benefits; professional development; promotions and transfers; retention; vendor management; community support; disciplinary action; and the ongoing development of a work environment built on the premise of DEI.

[Bank] will abide by the following principles and enact action items to promote DEI.

*Below is a list of possible initiatives. Select those that apply to your institution and/or use them as starting blocks to create your own initiatives. You may also include goals your institution has already achieved.*

* Establish proactive steps to recruit from diverse pools of candidates by expanding outreach to women and under-represented groups.
* Incorporate recruitment strategies to eliminate conscious and unconscious bias.
* Develop guidelines regarding pay equity for current and prospective associates such as conducting salary audits of current employees and posting a salary range with public job descriptions.
* Integrate DEI into every aspect of organizational culture.
* Establish a sense of shared accountability for DEI among all associates.
* Align training efforts with the Bank DEI Statement and Policy. Commit time and resources to training associates on DEI.
* Educate associates on diversity awareness via dynamic training and candid conversations on an annual or more frequent basis.
* Inspire all stakeholders to prioritize DEI.
* Eradicate any existing gaps in achievement between majority and under-represented individuals and groups.
* Integrate DEI in Bank and department strategic planning.
* Commit to diversity in succession planning and inclusive on-boarding of new leadership. Challenge assumptions about what it takes to be a strong leader at our Bank and who is well-suited to provide leadership.
* Foster an environment in which associates feel a sense of belonging, are empowered in their continued success, and have enduring job satisfaction.
* Create a more inclusive culture by providing channels for associates to have conversations where they feel supported to share concerns.
* Encourage work/life balance through flexible work schedules and policies to accommodate employees’ varying needs.
* Create structured techniques or approaches for leadership and managers to engage associates with the goal of promoting more understanding, compassion, and support for diversity and to foster inclusive team building.
* Utilize the Bank website and publications to communicate the Bank’s commitment to Diversity, Equity, and Inclusion.
* Develop an organizational approach to embedding DEI in customer service.
* Develop a system to ensure that a DEI lens is applied to decision-making on new products or services.
* Engage with organizations representing customers from across all groups to determine the financial service needs of customers or potential customers.
* Provide and analyze a feedback mechanism to enable customers and prospects from across all groups to rate products, services, and customer service.
* Develop a strategy regarding the Bank’s position on a customer who makes discriminatory or inflammatory statements to an associate.
* Implement a process to address a vendor who makes discriminatory or inflammatory statements to an associate or a customer.
* Take the time to review decisions made in the past 6 months and view the decision-making process from a DEI lens.
* Provide community support to under-represented groups, non-profits, and events.
* Set measurable supplier diversity goals.
* Target and hire vendors owned by under-represented groups.
* Establish a baseline and conduct an annual DEI self-assessment.
* Communicate quarterly updates to the Board of Directors and to our associates.

**POLICY REVIEW**

Violations of this policy should be reported to Human Resources for investigation, mitigation, and resolution. This policy will be reviewed annually. Recommendations for changes/updates will be made to the Managing Director, Human Resources for review, followed by Board approval.

ACKNOWLEDGMENT

I have received and read a copy of the [Bank] Diversity Policy dated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

I understand and subscribe to its contents.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Print Name Signature

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date