



## Diversity, Equity, and Inclusion Policy Statement

The Council on Social Work Education (CSWE) is committed to valuing and reflecting the diverse voices, perspectives, and experiences of our members throughout the organization and its programming. The intent of this document is to provide guidance on including diverse voices and perspectives and to keep diversity, equity, and inclusion in focus as we hire staff, appoint volunteers, elect individuals, and select vendors. This includes, but is not limited to, culture, race, religion, age, sex/gender, sexual orientation, disability, and country of origin of people. As our understanding deepens about the intersectional, complex, and nuanced nature of diversity, this document will help the organization be responsive, innovative, and forward-thinking. This policy is not intended to remain static.

## Nondiscrimination and Inclusion Policy Statement

CSWE shall not discriminate on the basis of race, color, religion, creed, sex, gender identity, ethnic or national origin, sexual orientation, disability, or age. Equal opportunity is provided in the hiring, retention, promotion, compensation, and evaluation of employees.

CSWE commits itself to a Nondiscrimination and Inclusion Policy that permeates the entire organization and reflects the diversity of its membership. The Nondiscrimination and Inclusion Policy shall apply to all areas and activities of CSWE as reflected in the composition of staff, elected and appointed voluntary positions, and vendors. CSWE shall make specific continuous efforts to ensure diversity in all areas, with particular attention to the inclusion of persons from historically underrepresented and marginalized groups. The Nondiscrimination and Inclusion Policy shall be made operational by means of the Diversity, Equity and Inclusion Plan.

CSWE shall collect statistical data to be used as benchmarks in monitoring the Diversity, Equity, and Inclusion Plan.

The CSWE Board of Directors will charge the Executive Committee of the Board with responsibilities for providing oversight of implementation of the Diversity, Equity, and Inclusion Plan through reviewing annual diversity, equity, and inclusion data from CSWE staff and making recommendations to the Board for any further needed action.

## Diversity, Equity, and Inclusion Plan

The Nondiscrimination and Inclusion Policy shall be implemented by means of this Diversity, Equity, and Inclusion Plan for the purpose of ensuring diversity in all areas and activities with particular attention to the inclusion of persons from historically underrepresented and marginalized groups.

## Personnel

The Diversity, Equity, and Inclusion Plan shall apply to all full-time, part-time, regular, and contract/project positions that were filled or created after February 25, 1993.

1. Every vacancy or new position, whether temporary or permanent, shall be announced to staff with adequate time to accommodate internal applications. External advertising shall include dedicated solicitation of applicants from underrepresented groups.
2. The Human Resources (HR) staff shall maintain and analyze records related to recruitment, selection, hiring, and promotion processes and report the information as part of the annual Diversity Equity and Inclusion report to the Executive Committee of the Board.
3. The HR staff shall maintain records of grievances filed and actions taken that relate to Diversity, Equity, and Inclusion and report the information annually to the Executive Committee of the Board.



4. As with other grievances, formal grievances that relate to diversity, equity, and inclusion shall be referred to the HR staff in accordance with personnel policies of CSWE.
5. The president/CEO shall hold the administrative staff responsible for enforcing the Diversity, Equity, and Inclusion Plan within their areas of responsibility. Performance in this area shall be a critical element and documented component of the regular performance evaluation.
6. The president/CEO shall advise the Board of issues related to equal opportunity employment, nondiscrimination, diversity, equity, and inclusion as they may affect CSWE operations.

## Governance

The Nondiscrimination and Inclusion Policy shall apply to all elected and appointed positions at CSWE. The Board of Directors shall have responsibility for oversight of the Diversity, Equity, and Inclusion Policy and Plan; the CSWE staff shall manage implementation of the Diversity, Equity, and Inclusion Plan and all related matters. The CSWE budget shall support the administration of the Diversity, Equity, and Inclusion Plan.

The vice-chair/secretary and Executive Committee of the Board shall receive data related to all diversity, equity, and inclusion efforts and shall develop recommendations for consideration by the Board of Directors as needed.

1. CSWE will maintain Diversity, Equity, and Inclusion records related to personnel, elected, appointed, and volunteer positions, as well as vendors.
2. CSWE will ensure that a database of members is developed and maintained.
3. The president/CEO, in consultation with the Executive Committee of the Board of Directors, will develop annual diversity, equity, and inclusion goals.
4. CSWE will provide annual diversity, equity, and inclusion data to the Executive Committee of the Board of Directors to assess progress in meeting goals for the previous year, goals for the current year, and recommendations for improvement.

## Nominations

The Nominating Committee shall develop and maintain specific procedures designed to ensure the inclusion of persons from historically underrepresented and marginalized groups on slates and in elected bodies, including the Board of Directors and its Executive Committee, the Nominating Committee, and three other elected positions.

## Appointments

The president and CEO and chair of the Board shall develop and maintain procedures designed to ensure the inclusion of persons from underrepresented groups on all commissions, committees, and other appointed positions, as identified within the CSWE Diversity, Equity, and Inclusion Plan.

## Business Practices and Vendors

CSWE shall enter into financial and commercial relationships only with vendors who comply with equal employment opportunity and affirmative action laws.

## Accountability

The CSWE Board of Directors ensures accountability to the Diversity, Equity, and Inclusion Plan. The Executive Committee will report the results of the data review to the Board annually. This will be reflected in the minutes, which are posted publicly.