

## Participants:

Jacqueline Galan  
Imelda R. Ang  
Juan Alaniz  
Evette Jasper  
Karen Moton-Tate  
Ashley Miller  
Xyzlinda Marshall  
Jessica Burkhart  
Elisa Young  
Laura Lindstrand  
Robyn Harris  
Kristina Cox  
Angie Hodge  
Jessica Zinda  
Pam Pannkuk  
Eric Sund  
Denise Ross  
Jana Greer  
Joe Stohr  
Rubi Reaume  
Ashley Huff  
Hillary Rossi  
Karen Johnson

## Staff Support:

Scott Nicholson, OFM/SHR  
Cassie Bordelon, OFM/SHR

## Executive Sponsor:

Scott Nicholson, OFM/SHR

## Partnership:

WA DEI Council- As a critical partner in this work, the Council will provide:

- Recommendations to the Committee's work; and,
- A representative to serve on the committee, and advise accordingly.

Department of Enterprise Services  
Attorney General's Office  
HR/Other Business Working Groups  
Business Resource Groups (BRG)  
Subject Matter Experts as needed

# Charter for Washington State Diversity, Equity and Inclusion (DEI) Committee on Policy

## Introduction and Purpose

This committee is charged with developing model policy considerations for our agencies to better equip them with resources to implement DEI strategies and initiatives. These policies will go beyond just compliance requirements, but also expand to focus on how we establish the relationships that are necessary in creating a culture that supports a respectful and inclusive work environment.

In order to meet Governor Inslee's goal of continuing to build a respectful and inclusive work environment, free from harassment and discrimination, this committee will align its work with the Training and Data/Investigations committees ensuring we are being consistent, and that work is aligned across the enterprise.

## Authorizing Sources

Governor Inslee's Memorandum on Inclusive and Respectful Work Environments (4/19/18)

## Principles and Values

In alignment with the DEI council and the committees on training and data, our work will be guided by the following principles and values:

- Be comfortable in our discomfort and support a safe environment for hard conversations and meeting people where they are at.
- Oppression and privilege exist. Be cognizant that racism is present and incorporated into institutional policies.
- Foster a culture of learning and recognize who is in the room and who is not. Reach out to fill the gaps through strong stakeholdering leaving no one behind.
- Focus on equitable practices (Equality v. Equity).
- Be aware of power and privilege differentials.
- Recognize the impact of the work as well the intent.
- Speak Truth to Power
- Assume Good Intent
- Effectively push on leadership for commitment and action to move this work forward.
- Have awareness of the system.
- Be strategic and proactive.

- Identify outcomes that are optimistic and realistic; recognizing that success requires intentional steps towards that outcome.
- Foster advocacy from allies, including bystanders, so that they recognize their role and impact.

## Deliverables

- Develop model policies for agencies to use. Work with agencies to provide clarity on required and recommended harassment, discrimination, and diversity and inclusion policies, including exploring the need for additional required policies.
- Provide a “why” statement with every policy to help make the connection with DEI agency improvements.
- Vet policies and/or other work product with stakeholders including the DEI council, Attorney General’s Office, Business Resource Groups, and the Human Resources Community prior to publication.
- Publish work product in an enterprise-wide accessible location and empower DEI liaisons to be advocates for change and implementation of these policies at their agency.
- Develop communication plan with the intent to increase awareness of model policies through multiple methods.

## Role of Participant

- Engage peers and leaders in discussion on enterprise issues to represent the full enterprise perspective.
- Actively participate in Committee meetings and work.
- Bring and support ideas.
- Identify and promote best practices.
- Support the implementation of this work across by being an advocate to their agency leaders and community.
- Participants to the committee may send a substitute but it is the participant’s role to ensure their substitute is properly briefed prior to the meeting. Briefing should include what is currently being worked on, how the substitute can contribute at the meeting, as well as the established norms and practices of the group. After the meeting, the substitute should debrief with the participant.

## Decision Making Approach

The committee will strive to make every decision using a consensus based process. Votes will be given with a thumbs up for full agreement, with a thumb to the side indicating support to move forward, and a thumbs down if the committee member cannot support moving forward with the decision.

If consensus is not found on the first vote, a discussion will be had to hear the voice of the member(s) unable to support the decision and to see if adjustments can be made to reach consensus. If the committee cannot reach consensus after the same issue has been raised, discussed, and voted on three times, the committee will move to a majority rules vote.

## Schedule

The committee will strive to meet once a month. If additional work is needed, the committee may agree to meet more often. A poll will be sent out to participants

## Six Month Focus

The committee will research best practices in the following policy areas: Sexual Harassment, Discrimination, Affirmative Action, Reasonable Accommodation, Equal Employment Opportunity, Workplace Behavior/Civility, and Diversity, Equity, and Inclusion.