

Procedure No. 4-10-17

Revised: 10-13-2023

Issued: 04-02-01

SUBJECT: Diversity, Equity, Inclusion &amp; Belonging

**PURPOSE:** To carry out the mandate of Human Resources Policy No. 4. The organization demonstrates its commitment to non-discrimination in its employment practices.

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Woodhaven employees are one of its most valuable resources. Woodhaven understands that our continued strength and opportunity for success is dependent upon our employees. The diverse heritage, background and experience of our team members add to the strength of our organization. We acknowledge and appreciate the individuality and uniqueness of every employee and understand that workforce diversity builds strength and character which is critical to our continued growth and success.

Woodhaven is committed to the goals of equal opportunity employment. It aims to provide a work environment for all employees that foster fairness, equality and respect for social and cultural diversity. Our goal is to provide an environment free from unlawful discrimination on the basis of race, color, religious creed, sex, national origin, ancestry, marital status, age, physical disability, sexual orientation or Veteran status; harassment and vilification as determined by legislation and by Woodhaven values. Discrimination against individuals or groups is never acceptable. Woodhaven provides DEI & B training for all employees which covers the principles of diversity regarding employees. Employees are encouraged to take additional DEI & B courses through the Relias Learning Management Portal. Woodhaven also has an Employee Relations/D,E,I & B sub-committee that serves to address diversity goals and issues within the agency. See Procedure No 4-10-21 Employee Relations Committee, Procedure No 4-10-3 Affirmative Action Plan and Procedure No 4-10-6 Equal Opportunity Employment.

Woodhaven strongly encourages underrepresented groups with intellectual disabilities to inquire about opportunities to participate in the services provided by our organization. Woodhaven is an organization that always strives to provide individualized services. The organization works relentlessly to foster an environment that is diverse and inclusive. Woodhaven does not tolerate or condone discrimination of any kind and cultivates services that mirror the individuals supported.

In fulfilling this commitment to developing a culture of embracing diversity, Woodhaven:

- Fosters a culture, which values and respects the rich diversity of its employees.
- Provide equal opportunity by removing barriers to participation and progression in employment so all employees have the opportunity to fully contribute to Woodhaven.
- Promote clear and accountable management policies and practices to ensure trust among directors, managers, staff, all employees and the individuals.
- Ensure that all individuals are aware of their rights as listed in the Individual Supported Handbook.
- Ensure that its employees are aware of their rights and their responsibilities as Woodhaven employees.
- Individuals Supported will have the opportunity to participate in advocacy groups such as Kiwanis, Lead Council, Real Choices Real Voices, etc.
- Diversity, Equity, Inclusion & Belonging training is provided to all employees on a regular basis.
- Recruitment efforts will include locations that promote diversity such as schools and community job fairs on an on-going basis.
- Annually Woodhaven is a community sponsor of the Columbia Values Diversity Breakfast/Celebration ( or other community initiatives) and select staff & individuals will attend the event.
- Individuals will have the opportunity to participate in volunteer and social activities that foster diversity and inclusion during Woodhaven CARF Accredited Programs; Community Employment Services, Community Connections and Community Living.
- Annually, goals to address Diversity and Inclusion are established in Individual Support Plans.

Approved: \_\_\_\_\_  
Human Resource Manager

Date: \_\_\_\_\_