

# CASACD Diversity and Inclusion Plan<sup>1</sup>

## Plan timeline: 2022-2024 2-year plan, reviewed yearly

### Plan Vision

- Children are the center of everything we do
- Actively seeking staff, board, volunteers that represent the diversity and lived experiences of children we serve
- Evolving and adapting to being more supportive of volunteers with diverse needs, time commitments, schedules
- Supporting current volunteers to bridge gap between themselves and more diverse populations
- Hold our community partners accountable to DEI principles
- Culture of curiosity and growth

### Priorities

1. Diverse recruitment/hiring of staff, board members and volunteers
2. Educating staff, volunteers, board members through standardized yearly DEI training
3. Inclusive work environment
4. Inclusivity of programs
5. Transparent and inclusive leadership
6. Inclusivity, diversity and inclusion in fundraising practices

### Objectives and Actions

- ❖ Diverse recruitment/hiring of staff, board members and volunteers
  - Create job descriptions that provide opportunities for a wider pool of qualified candidates
  - Review and re-examine job descriptions, removing any possible written or implied biases
    - Expected Completion: November 2022
- ❖ Establish an interview process involving a diverse committee that includes staff who will work closely with the position
  - Expected Completion: January 2023
- ❖ Cultivate knowledge and awareness of the diverse communities we serve to promote recruitment efforts
  - Expected Completion: Ongoing
- ❖ Determine how to relieve time pressure of volunteer role
  - Being transparent about accommodations we make for volunteers in recruitment process
  - Asking about what accommodations can be made at check-ins with volunteers
    - Expected Completion: Ongoing
- ❖ Educating staff, volunteers, board members through standardized yearly DEI training
  - Build standardized mandatory DEI training for all staff, board and volunteers
  - Research established trainings
  - Ensuring yearly training completion is met
    - Expected Completion: December 2023
  - DEI training as a line budget item
    - Expected Completion: January 2023
- ❖ Inclusive work environment
  - Establish conduct agreements for events and workplace activities
    - Expected Completion: September 2022
  - Establish necessary policies for inclusivity including medical leave, caretaking leave, and additional leave policies
    - Expected Completion: September 2023

- Establish policies that are inclusive of varying and needs and responsibilities
  - Expected Completion: Ongoing
- Create a plan for when someone is hurt by another's actions either internally or externally of the organization
  - Expected Completion: July 2023
- ❖ Inclusivity of programs
  - Seek intentional feedback from families/ children for bettering services
    - Expected Completion: Ongoing
  - Determine responsibility for our program when witnessing inequity in our partnerships with the court and schools
    - Expected Completion: December 2022
  - Affirm child's diverse identity by reporting on DEI-specific advocacy in court reports
    - Expected Completion: Ongoing
- ❖ Transparent and inclusive leadership
  - Employee feedback in reviews of supervisors, transparency in reporting
    - Expected Completion: January 2023
  - Review staff and volunteer evaluation/feedback forms for DEI principles
    - Expected Completion: July 2023
  - Establish personal and program goals each year
    - Expected Completion: January each year
  - Clear motives and transparent decision making
    - Expected Completion: Ongoing
  - Incorporate board and staff within decision making
    - Expected Completion: Ongoing
  - Determine how to acknowledge power dynamics in workplace
    - Expected Completion: July 2023
- ❖ Inclusivity, diversity and inclusion in fundraising practices
  - Recognizing all donors of differing means in a meaningful way
    - Expected Completion: July 2023
  - More inclusive fundraising events, DEI education around events, sharing values
    - Expected Completion: July 2023

## Communication

CASACD staff and board will be provided a copy of this plan and we will also include it in the DEI section of our website. At the end of the 2-year plan period, volunteers, staff and board members will be surveyed on the effectiveness of this plan and CASACD's perceived commitment to DEI. DEI updates in staff/ board meetings

## Indicators

1. Our staff, board members and volunteer makeup will represent the diversity of individuals we serve including Spanish speakers, diverse races, ages, gender diversity and lived experiences.
2. All staff, board and volunteers will recognize the importance of diversity, equity and inclusion and this will be demonstrated in their advocacy as well as policy and initiatives they champion at the organizational level. For volunteers, an indicator would be the inclusion of DEI principles within their court reports.
3. CASACD will be accommodating to diverse needs and will be an inclusive place for all staff, board members and volunteers. This will be indicated by the plan-end DEI Survey.
4. Families and children will report that their diverse identities were affirmed by CASACD throughout the court process.

5. CASACD welcomes everyone's voice in decision making and is clear about its commitment to diversity, equity and inclusion. This will be indicated by the plan-end DEI Survey.
6. DEI principles will be integrated into our fundraising practices which will allow us to recruit a diverse group of financial supporters. This will be indicated by diversity of donors in age, race, gender and socio-economic status.

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<sup>1</sup> Source: [www.princeton.edu](http://www.princeton.edu)

