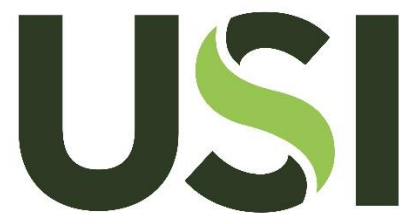


# DIVERSITY, EQUITY & INCLUSION PLAN

USIlluminations



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## **Mission**

The mission of USI is to promote and foster a culture that values diversity, equity, and inclusion throughout our company and with the subcontractors, vendors, partners, and customers that we work with, to achieve our highest potential. We believe that our mission is most effectively achieved through a commitment to inclusiveness as a core value and practice.

## **Vision**

Diversity, as reflected in our leadership and throughout our staff, subcontractors, vendors, and partners, offers a valuable range of experiences and perspectives. Our diverse staff is an essential asset for developing and providing all the services USI has to offer.

We maintain that creating and sustaining diversity requires an ongoing commitment to inclusion that must find representation in our company culture, values, and behaviors. Throughout our work, we support diversity across all lines of difference, including age, economic circumstance, ethnicity, sex, race, range of ability, religion, sexual orientation, and gender identity/expression. We aim to lead by example, viewing and encouraging diversity as a fundamental and enduring strength. USI recognizes that its effectiveness will be enhanced, and its mission well served when the practice of inclusion is reflected in all aspects of the company.

## Glossary of Terms

**Diversity:** Being composed of a demographic mix of an intentional collection of people, taking into account elements of difference across national origins, languages, ethnicities, races, skin colors, cultures, generations, religions, spiritualities, socio-economic backgrounds, gender identities and sexual orientations, as well as different skills, abilities, customs, values, behavioral styles and beliefs.

**Inclusion:** The full engagement of individuals sharing power at all levels of a company. All members are valued, respected, and supported. The act of inclusion is reflected in a company's culture, practices and relationships that support a diverse workforce and is an intentional demonstration that counters the historical exclusion of underrepresented communities. Inclusive companies ensure equal and full participation in decision-making processes by considering all views. While a truly "inclusive" group is necessarily diverse, a "diverse" group may or may not be "inclusive."

**Equity:** The presence of justice and fairness within the procedures, processes, and distribution of resources by institutions or systems. Facing equity issues requires an understanding of the underlying or root causes of inequalities and oppression within our society.

**Bias:** Prejudice; an inclination or preference, especially one that affects fair judgment.

**Systemic Inequities:** Unequal outcomes built into a system that will produce inequality even in the absence of individual biases. Some examples include, but are not limited to, racism, sexism, heterosexism, ableism, and ageism.

**Belonging:** A sense of fitting in or feeling like you are an important member of a group.

## USI Diversity, Equity & Inclusion Statement

At USI a diverse, inclusive, and equitable workplace is one where all employees, subcontractors, vendors, and partners, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, or disability, feel valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment and advancement in all departments, crews, and jobsites. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

We are committed to being an example of diversity and inclusion in our industry, and to maintain an inclusive environment with equitable treatment for all.

To provide educated, authentic leadership for cultural equity, USI strives to:

- See diversity, inclusion, and equity as connected to our mission and critical to ensure the well-being of our staff and the customers we serve.
- Acknowledge and demolish any inequities within our policies, systems, and services, and continually update and report company progress.
- Explore potential underlying, unchallenged assumptions that interfere with inclusiveness.
- Advocate for and support comprehensive thinking about how systemic inequities impact our company's work, and how best to address it in a way that is consistent with our mission.
- Practice and encourage transparent communication in all interactions.
- Commit time and resources to expand a more diverse network of staff, subcontractors, vendors, and partners.
- Lead with respect and tolerance. USI expects all employees to embrace this notion and to express it in workplace interactions through everyday practices.

USI abides by the following action items to help promote diversity and inclusion in our workplace:

- Pursue cultural proficiency throughout our company by creating fundamental learning and training opportunities.
- Generate and aggregate quantitative and qualitative research related to equity to make incremental, measurable progress towards the visibility of our diversity, inclusion, and equity efforts.
- Expand our network of underrepresented subcontractors, technicians, and vendors.
- Develop and present training on diversity, inclusion, and equity to provide information and resources internally.
- Develop a system for being more intentional and conscious of bias during the hiring, promoting, or evaluating process. Train our hiring team on equitable practices.
- Advocate for policy that promotes diversity, equity, and inclusion. Challenge systems and policies that create inequity, oppression, and disparity.
- Uphold a zero tolerance policy for bullying and harassment.

# Diversity, Equity & Inclusion Training

USI is committed to attracting, retaining, and maintaining a workforce that reflects diversity. Through training, employees can identify and reduce implicit bias and systemic inequities.

The desired outcome from these trainings are as follows:

- Provide exceptional service to our diverse customers.
- Inclusion for all employees, subcontractors, vendors, and partners.
- A motivated and engaged workforce.
- Organizational effectiveness and innovation.

**Gender Equality and Sexual Diversity:** Becoming more inclusive is not just about understanding power dynamics at the office, but the greater issues happening in the country. This extensive course covers everything from the history of gender and sexual inequality, to different forms of discrimination, to the public institutions fighting for minority rights.

**Diversity and Inclusion in the Workplace:** This class covers general knowledge of how power dynamics come into play in the office, and how you can better support each other, manage the situation, and be an ally.

**Leading with Effective Communication (Inclusive Leadership Training):** Part of being a great leader is knowing how to effectively communicate—and this inclusivity training will help you tackle even the most difficult conversations.

**Inclusion of Minorities in Community Development:** While this class is focused on creating community, it's still a great resource to understand different kinds of diversity—from class to education level, to mental or physical ability—and how you can be more inclusive to those who may fall into the minority at your company.

**Becoming a Successful Leader (Inclusive Leadership Training):** This course will help you become not just a better leader, but a more inclusive one. It includes best practices, real-life stories and examples, and exercises to help you continue to improve how you can lead.

**Understanding Diversity and Inclusion:** This course covers important topics like unconscious bias, supporting diversity, and ethnocentric and ethno-relative mindsets (whether you judge or accept cultures as different and equal).

**Optimizing Diversity on Teams:** The best decisions are made when a diverse set of voices are in the room. Here is how you can maximize your team so that everyone's opinions are heard, and your team is being inclusive so it can thrive.

**Unconscious Bias:** This training course is on unconscious bias that managers and employees alike can take. This is a great overview of how diversity impacts business, innovation, and employee productivity and happiness.

# **Diversity, Equity & Inclusion Assessment**

## **Instructions**

The Diversity, Equity & Inclusion Assessment is designed to help USI assess our capacity and progress in displaying best practices in diversity, equity, and inclusion. The underlying assumption of this assessment is that all companies move back and forth along a continuum of best practices.

The reader of this assessment scores the extent to which USI effectively demonstrates each best practice on the indicated scale.

The assessment may be used in the following ways:

- To identify those areas of capability relative to diversity, equity, and inclusion that are strongest and those that need further advancement, which could inform the development of a diversity and inclusion action plan for organizational improvement in this area.
- To measure changes in USI's progress towards effectively building and sustaining diversity, cultivating inclusive environments, and creating social equity.
- To serve as a starting point for discussions among those at USI by drawing out different views regarding diversity, equity, and inclusion. Different responses can be a valuable discussion-starter within the company.

### **Guidelines for Survey Administrators**

Provide respondents a time reference for their assessments; for example, you may ask them to judge as of today, the beginning of last year, etc. Select the person or people you want to complete the assessment (assessors).

### **Guidelines for Those Filling Out the Survey (Assessors)**

Please write the date you are conducting the assessment at the top of the form.

For each item, you are being asked to judge the extent to which USI demonstrates that practice: Strongly Agree, Agree, Neither Agree or Disagree; Disagree; Strongly Disagree. Please fill in the choice that corresponds to your best judgement. This is your judgement, there is no “right” answer.

# Discussion Guide

## Introduction

USI will use this guide when hosting internal discussions with staff after they complete trainings and assessments, using these questions to help guide the conversation. Questions are broken into categories to host multiple conversations. USI will capture and summarize the comments that come out of these discussions and use the summaries to help guide changes and updates to our Diversity, Equity & Inclusion Action Plan.

### I. Organizational Development

Commitment to diversity, equity, and inclusion should be known and understood by all staff, subcontractors, vendors, and partners.

- Why do we think diversity, equity, and inclusion are important to USI?
- What is our current understanding of diversity, equity, and inclusion, and their meanings? (Refer to Glossary of Terms if needed to spark discussion)
- How do we create a welcoming environment?
- What actions can we take to make our environment more inclusive?

### II. Internal Systems

Commitment to creating an environment free of obstacles to diversity, equity, and inclusion should be included in all policies, practices, and guidelines of USI.

- How do the values of diversity, equity, and inclusion guide the work of USI?
- How do we measure if our current policies relating to diversity and inclusion are effective and relevant?
- Do we consider issues relating to race, ethnicity, gender and gender identity, sexual orientation, age, class, or persons with disabilities when we set policies and make decisions for the organization?

### III. Human Resources

USI should strive to exercise fair and equitable human resources management and practices that attract and retain qualified individuals.

- How do we currently recruit and hire for diversity within USI? Do we send job postings to a variety of contacts and through different outlets to ensure that diverse audiences see them?
- How do we identify any barriers in the recruitment, selection and retention processes for staff?
- How do we make sure that all employees have the same opportunities for advancement and professional development?
- How do we ensure all employees are valued and included in the workplace culture?



# Diversity, Equity & Inclusion Action Plan Template

**I. Objectives**

- Why should we take action to advance this work?
- What does USI need to accomplish in order to advance diversity, equity, and inclusion?
- What company changes do we hope to achieve?

**II. Required Actions & Strategies**

- What action do we take to ensure accomplishment of success?
- What do we need to do to achieve this success?

**III. Champion of Actions**

- Who will lead the actions?
- Who takes accountability and responsibility for completing actions?

**IV. Measurable Indicators of Success**

- How will we know that we have successfully achieved our objective?
- What will success look like?
- How will we quantify success?

**V. Timeline for Completion**

- How long do we need to achieve our objectives?
- Over what period of time will the actions take place and by when will we accomplish this success?

**Objective(s)**

<b>Required Actions &amp; Strategies</b> <i>What will be done?</i>	<b>Champion of Action(s)</b> <i>Who will lead the action(s)?</i>	<b>Measurable Indicator(s) of Success/Desired Outcome</b> <i>What will be the evidence of success?</i>	<b>Timeline for Completion</b> <i>By when?</i>	<b>Tracking Progress: Achievement</b> <i>Yes; No; Ongoing</i>