INCLUSIVE ICR
DEI INDEX

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Internal Policy Resource Guide

Internal policies are created to provide a structure and a process for a variety of concerns and needs within an organization for existing and prospective employees. Policies that intentionally support, protect, and encourage traditionally marginalized groups of people are critical to creating an equitable, accessible, and inclusive workforce. However, policies are only one piece of a complete strategy, and will not guarantee a sense of belonging.

This information is designed to guide and direct organizations in accessing resources for writing internal policies, specifically in regard to Diversity, Equity, and Inclusion. Examples of policies an organization may want to review for alignment with their DEI goals might include time off, flexible scheduling, codes of conduct, and more.

Human Resource Professional Organizations
SHRM
SHRM, the Society for Human Resource Management, creates better workplaces where employers and employees thrive together. As the voice of all things work, workers and the workplace, SHRM is the foremost expert, convener and thought leader on issues impacting today's evolving workplaces. SHRM provides members with access to hundreds of sample policies and human resources guidance.

EIHRA
The Eastern Iowa Human Resource Association is an affiliate of the Society for Human Resource Management. EIHRA is a non-profit organization serving and advancing the local Cedar Rapids and Iowa City Corridor Human Resources profession. With around 200 members, we are the leading association for human resource professionals in the surrounding area.

MRA
A diverse workforce can lead to a rich and rewarding environment for all employees, but it also can add complexity to recruiting and hiring practices, internal communications, and policies. Partner with MRA to advance your diversity, equity, & inclusion initiatives.

Culture Amp
Get the employee engagement, performance, and development tools and insights you need to build a category-defining culture.

Checklists & Sample Policies
[EGAL DEI Policy Checklist](#)
Use this checklist to identify gaps in your organization and inform action for DEI through organizational policies and practices. It is not exhaustive, and plans should be customized by each organization.

[Statement on Diversity; Affirmative Action and Equal Employment Opportunity State of Policy and Purpose](#)

Behavioral Competencies/DEI
- [SHRM Inclusion Code of Conduct](#)
- [Diversity Equity, and Inclusion Policy SHRM](#)
- [Employee Suggestion Program Policy](#)

EEO/Affirmative Action/ADA/ADAAA
- [ADA/ADAAA](#)
- [Equal Employment Opportunity Policy: Basic SHRM](#)
- [Job Accommodation Network Sample Forms](#)
- [Statement of Affirmative Action Policy](#)

Environmental/Accessible
- [Fragrance Free Workplace Policy](#)
- [FMLA Policy SHRM](#)
- [Return to Work Policy SHRM](#)

Family-friendly benefits
- [Domestic Partner Benefits Policy SHRM](#)
- [Lactation/Breastfeeding Breaks Policy SHRM](#)
- [Paid Parental Leave Policy SHRM](#)

Flexible Hours
- [Remote - Work Conduct Policy SHRM](#)
- [Temporary Telecommuting Policy-SHRM](#)

Safety
- [Sexual Harassment Policy and Complaint/Investigation Procedure SHRM](#)
- [Workplace Violence Policy SHRM](#)

Scheduling policies to include religious holidays, community events, or election day
- [Flexible Schedule Compressed Workweek Policy SHRM](#)
- [Religious Accommodation Policy-SHRM](#)

Training
- [Professional Development Policy SHRM](#)