

crystal Σ quation

2022-2024 DEI Strategic Plan: Embracing Inclusion & Promoting Diversity



Presented by the Inclusion, Diversity, Equity and
Advancement (IDEA) Committee

Presented by the IDEA Committee



In an effort to continue Crystal Equation's pledge toward embracing diversity and equity, while promoting inclusive practices, the Inclusion, Diversity, Equity and Advancement (IDEA) Committee was formed.

Thank you to the members of the IDEA Committee for applying your expertise and commitment toward the creation of this plan.

Diversity, Equity & Inclusion

Mission Statement



At Crystal Equation, we empower people and advance technology initiatives by building trust. We embrace diversity and equity while promoting inclusive practices in order to foster a strong culture of teamwork and innovation.

Diversity, Equity & Inclusion

Definitions



Diversity: The practice or quality of including or involving people from a range of different social and ethnic backgrounds and of different genders, sexual orientations, etc.

Equity: The state, quality or ideal of being just, impartial and fair.

Inclusion: The practice or policy of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized.

Purpose and Goals Of the Plan

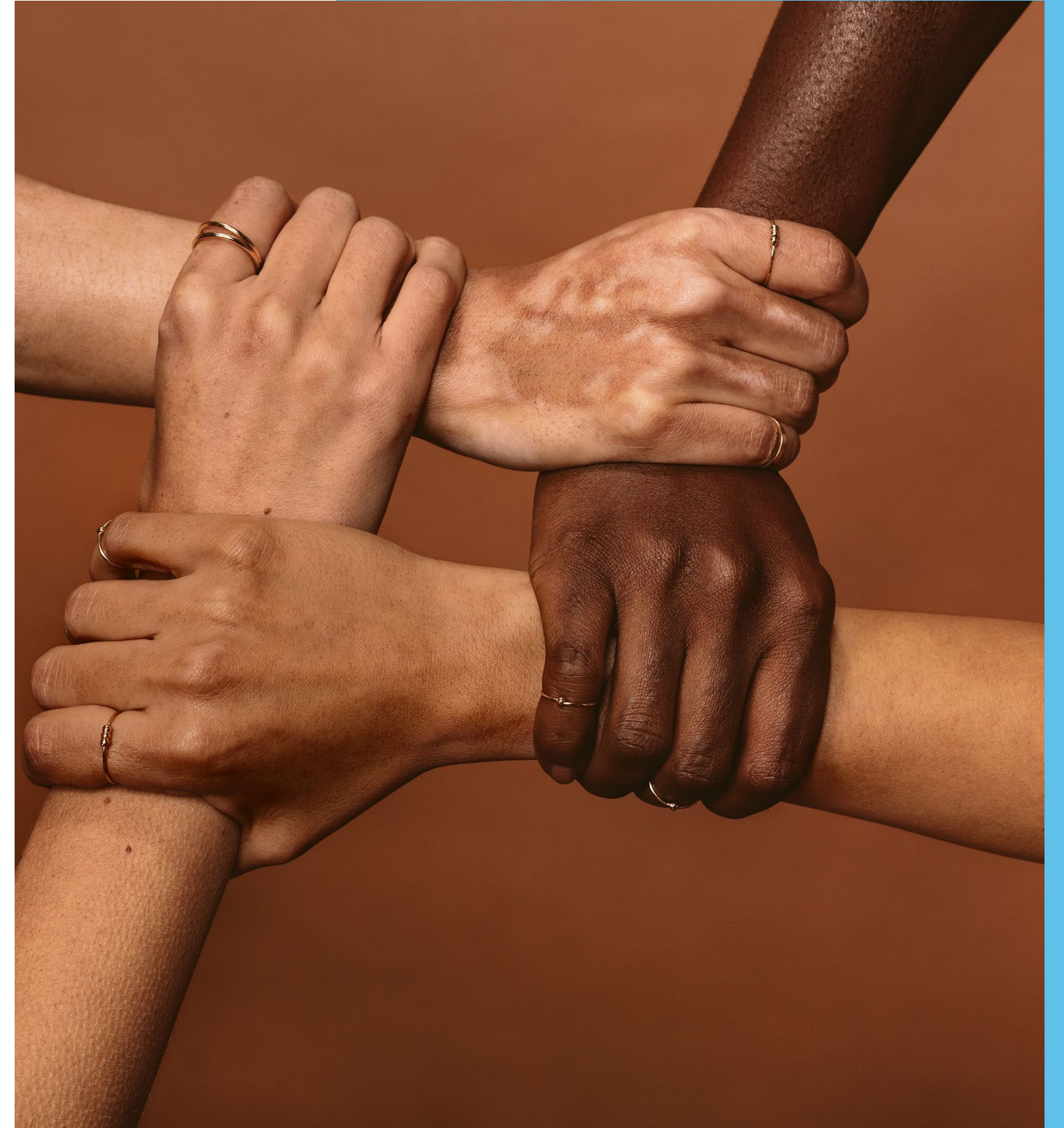
Purpose

Following is a three-year strategic plan to help achieve our diversity, equity and inclusion goals. The plan provides a shared direction and commitment toward promoting a diverse workforce and building a more inclusive workplace, while ensuring fairness, sustainability and accountability.

The plan comprises of four key goals and identifies the priorities and actions to be taken over the next three years. It outlines the key roles and responsibilities and how we will track progress and measure success.

Goals

1. **Workforce diversity:** Recruit from a diverse, qualified group of candidates to increase diverse backgrounds, thoughts and perspectives
2. **Workplace inclusion:** Foster a culture that encourages collaboration, flexibility and fairness to empower all employees in an inclusive environment
3. **Sustainability and accountability:** Identify and break down systemic barriers to full inclusion by embedding a focus on diversity and inclusion into policies and practices
4. **Communication:** Communicate the importance of diversity & inclusion at Crystal Equation to existing and potential employees and clients.





Employee Rights and Responsibilities

- All employees have the responsibility to maintain an environment that is safe, respectful and productive.
 - Everyone has the right to be treated fairly within the workplace in an environment that recognizes and accepts diverse backgrounds, thoughts and opinions.
 - Staff will adhere to the Crystal Equation Diversity, Equity and Inclusion Policy, comply with workplace diversity and inclusion activities and opportunities, and all anti-discrimination and workplace diversity legislation.
 - Managers and supervisors will contribute by displaying a positive commitment to workplace diversity, equity and inclusion, being role models, fostering an inclusive workplace culture, dealing quickly and effectively with inappropriate behavior and participating in diversity training and encouraging team members to attend.
 - The success of the DEI Strategic Plan is dependent upon the support of everyone in each department. Everyone has a responsibility for contributing to a culture which supports and values diversity, equity and inclusion.
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Evaluation Of the Plan



Evaluation Methodology

The effectiveness and achievement of our goals for diversity and inclusion will be reviewed and reported on quarterly. The report will be provided to the CEO and the management team. The review will focus on the implementation of the actions, the progress made and successes. It will also identify any adjustments required to improve effectiveness.

The evaluation will include:

- A qualitative assessment of progress or achievement of the actions
- Staff feedback on inclusion and diversity initiatives
- Staff suggestions for future inclusion and diversity initiatives

The outcome of the evaluation and review of quarterly reports will guide the development of further action plans

Goal: Workforce Diversity

Goals	Objective	Actions	Accountability	By When	Measuring Success	Successes
Workforce Diversity	Recruit from a diverse, qualified group of candidates to increase diversity of backgrounds, thoughts and perspectives	Advertise roles in a range of media platforms	Marketing	Ongoing	Roles advertised in at least 4 different media platforms	Roles currently advertised on website, LinkedIn, Dice, Facebook, Instagram and WorkplaceDiversity.com
		Build relationships with diverse Universities/ Colleges and Diversity and Inclusion Departments	IDEA Committee	Ongoing	Build relationships with 8-10 diverse colleges (HBCU's and colleges with diverse enrollment) throughout each year	List created of HBCU's and colleges with diverse enrollment. Committee members have reached out to various colleges to begin engagement
		Create an annual diversity report through a survey of Corporate staff, as well as Contractors	IDEA Committee	Annually	Development of 1 annual diversity report representative of all internal staff, and 1 annual diversity report representative of Contractors	Annual diversity report created

Goal: Workplace Inclusion

<u>Goals</u>	<u>Objective</u>	<u>Actions</u>	<u>Accountability</u>	<u>By When</u>	<u>Measuring Success</u>	<u>Successes</u>
Workplace Inclusion	Foster a culture that encourages collaboration, flexibility and fairness to empower all employees in an inclusive environment	Implement ongoing Diversity & Inclusion training model for all employees (examples: Workforce Diversity, Harmful Behaviors, IDEA Committee Resources training, Micro-aggressions, Unconscious Bias, Hiring Practices, Being Proactive in the Community, etc.)	IDEA Committee	Annually	D & I trainings held annually	Quarterly Diversity trainings have been held
		Implement pre-training survey that asks attendees about specific items they would like to see addressed, as well as growth or improvement witnessed based on the previous training.	IDEA Committee	Q4 2023	Pre-training survey sent prior to D & I trainings	Pre-training survey will be sent after first quarterly Diversity training

Goal: Workplace Inclusion- Continued

<u>Goals</u>	<u>Objective</u>	<u>Actions</u>	<u>Accountability</u>	<u>By When</u>	<u>Measuring Success</u>	<u>Successes</u>
Workplace Inclusion	Foster a culture that encourages collaboration, flexibility and fairness to empower all employees in an inclusive environment	Implement resource library that enhance staff awareness of diversity in race, culture, sexual identity, age, etc.	IDEA Committee	Q3 2022	Resource library implemented and updated with at least 1 new resource per quarter	The IDEA Committee Resource library is now available at www.crystalequation.com/idea and has been updated with at least 1 new resource per quarter

Goal: Sustainability and Accountability

Goals	Objective	Actions	Accountability	By When	Measuring Success	Successes
Sustainability and Accountability	Identify and breakdown systemic barriers to full inclusion by embedding a focus on diversity and inclusion into policies and practices	Ensure policies and practices are reviewed to identify and remove systemic barriers to inclusion	Human Resources	Annual	All policies and practices are reviewed and updated	All policies and practices are reviewed and updated
		Implement updated Diversity, Equity and Inclusion Policy	IDEA Committee/ Human Resources	Q1 2023	Implement updated Diversity, Equity and Inclusion Policy	DEI Policy implemented

Goal: Communication

Goals	Objective	Actions	Accountability	By When	Measuring Success	Successes
Communication	Communicate diversity & inclusion strategy, trainings, success stories, progress, CEO testimonial/commitment, awards/recognition, and key days of significance	Communicate D & I through direct e-mails, newsletter, website, printed and online materials to existing and potential employees	Marketing	Ongoing	Communications on diversity and inclusion efforts are included in channels mentioned in the Actions section.	D & I has been communicated through all channels listed and will continue to be communicated
		Communicate D & I through direct e-mails, website, printed and online materials to existing and potential clients	Marketing	Ongoing	Communications on diversity and inclusion efforts are included in channels mentioned in the Actions section.	D & I has been communicated through all channels listed and will continue to be communicated
		Develop a system to recognize diverse holidays and communicate to staff	Marketing	Ongoing	A system for recognizing diverse holidays is implemented and communicated to staff	Marketing has sent informational e-mails to staff in recognition of diverse holidays with links and resources regarding the holidays

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