



## INTRODUCTION

Diversity, equity, and inclusion (“DEI”) is our history and at our core.

- We take the broadest possible view of diversity.
- We value and welcome that every person brings a unique perspective and experience to advance our mission.
- We believe that each VEI community member - employee, school, student, board member, donor, volunteer, and partner - should have equal access and opportunities, free from discrimination and bullying.
- We strive to include diversity, equity, and inclusion practices in all of our work.
- We ask that you join us in embracing DEI for every person in every community - it will make our communities a better place.

## OUR DEI VISION

**Be Yourself.** It will empower others to do the same, and in the process, we will together:

- advance our not-for-profit mission of preparing our students, from all corners and walks of life, for college, career, and a better life; and
- help our communities embrace diversity, equity, and inclusion for every person and make the world a better place.

## OUR DEI MISSION

- Ensure diversity (in its broadest definition), equity, and inclusion in every aspect of our work, every day.
- Advance our culture of belonging; in all activities and relationships.
- Continuously improve our practices to support our brilliant mix of people (employees, schools, students, board members, donors, volunteers, and other partners) and to prevent discrimination and bullying – so that all can reach their full potential.



## OUR EMPLOYEES' DEI RESPONSIBILITIES

DEI is everyone's responsibility. It requires purposeful action every day in every activity.

Every Employee is responsible for:

- Respecting the dignity and diversity of all people.
- Creating an inclusive environment that is free from discrimination, harassment and bullying.
- Understanding and at all times complying with our anti-bullying and anti-harassment policies set out in our Employee Handbook.
- Enhancing their awareness of potential unconscious biases and how they might hinder our ability to be more inclusive and collaborative with one another.
- Focusing on conscious inclusion to drive diversity, equity, and belonging in our workplace.

**Additionally, our leaders** are responsible for:

- Actively and continuously seeking to build and maintain a diverse workplace, community (of employees, schools, students, board members, donors, volunteers, and other partners) and culture, with diversity defined in its broadest sense (including race, gender, religion, age and so much more)
- Ensuring that all employment-related decisions are free from discrimination, consistent with the policies in our Employee Handbook.
- Engaging in conscious inclusion and other behaviors that encourage and value all perspectives and contributions and promote equity for all members of our community (our employees, schools, students, board members, donors, volunteers, and other partners), including listening to diverse points of view.
- Creating, consistent with the policies in our Employee Handbook, an inclusive and safe work environment that supports DEI and is free from discrimination, harassment, and bullying.
- Mitigating potential unconscious biases in employment decisions and talent practices (including performance and development, compensation, and hiring).



- Cultivating a culture that inspires respect for all employees, schools, students, board members, donors, volunteers, and other partners.
- Communicating and championing the importance of DEI, including providing DEI training to employees as appropriate.

## **REPORTING DEI POLICY VIOLATIONS**

VEI encourages employees to report in good faith any possible violation of this Policy, including complaints of harassment and discrimination, using the procedures set in our Employee Handbook under the heading “Communications - Complaint Resolution Procedure.” All reported incidents will be promptly investigated, following the investigation procedures set out in our Employee Handbook, with an effort to keep the source of the report confidential.

## **PROHIBITION ON RETALIATION**

VEI prohibits and will not tolerate, consistent with VEI’s Whistleblower Policy in our Employee Handbook, retaliation of any kind (including intimidation, harassment, discrimination, coercion and adverse employment consequences) against any employee who in good faith reports a potential violation of this Policy provides information in connection with or investigates such potential violation.

## **VIOLATIONS OF THIS POLICY**

Employees who do not comply with this Policy and/or are found to have engaged in discrimination, harassment, or bullying, will be subject to appropriate disciplinary action, up to and including termination of employment, following the procedures. in our Employee Handbook.

## **POLICY UPDATES**

VEI reserves the right to modify this Policy at any time, in accordance with applicable law. This Policy does not create any contractual rights or obligations, expressed or implied.

Last Updated: September 1, 2022