

Diversity and Cultural Awareness Policy		Department: <i>General Operations</i>	
Origination Date: 08/30/2021		Effective Date: 09/22/2021	Next Review Date: 09/22/2024
Policy contact: Nicole Jobson, Nicole.jobson@wacbd.org		Version: #2	
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PURPOSE: Washington Center for Bleeding Disorders (WACBD) understands and values the importance of culture, language, and social literacy of our globally diverse community. We are committed to building and sustaining healthy communities with respect, inclusion, and appreciation of cultural differences in all interactions and business operations.

We have employees, patients, and business partners who have a broad range of human differences such as ability, educational level, ethnicity, religion, race, disability, sexual orientation, and socio-economic class that shows us as a company how we value diversity and cultural differences. It is important to expand horizons and expectations and WACBD encourages individual and professional growth through annual trainings on Diversity and Cultural Awareness for all employees.

SCOPE: The scope of this policy applies to all WACBD employees.

POLICY STATEMENT: WACBD employees will complete: Global Diversity and Using Communication Strategies to Bridge Cultural Divides online through OASIS on an annual basis to enhance awareness on culture and diversity.

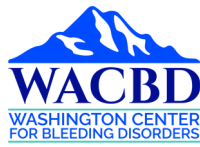
DEFINITIONS:

<u>Term</u>	<u>Definition</u>
Culture	Beliefs, behaviors, and languages, which are characteristic of a group or community.
Cultural Competence	The ability of an individual to understand and respect values, attitudes, beliefs, behaviors, and languages of different cultures.
Diversity	The condition of having or being composed of differing elements, and 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.
Inclusion	The action or state of including or of being included within a group or structure

PROCEDURES:

Procedure 1- Training	
Employee Training	Employees are responsible on an annual basis to complete WACBD assigned training.

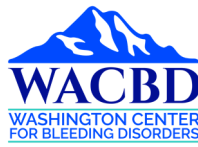
Procedure 2- Identifying Cause and Effects of Diversity/Cultural Conflicts	
Cause	<ul style="list-style-type: none"> • Taunting • Intimidation • Physical injury • Blackmail • Spreading malicious rumors • Unfair treatment • Making threats about job security



	<ul style="list-style-type: none"> • Blocking training opportunities • Leaking personal or sensitive information • Social exclusion • Unwarranted criticism or undermining the target's work • Unwelcome sexual advances
Effects	<ul style="list-style-type: none"> • Stress • Anxiety • Depression • Physical illness • Low self-esteem • Sudden changes in behavior and work habits • Absence and diminished productivity • Poor job performance • Job resignation

Procedure 3- Reporting	
Employee Reporting	<p>WACBD will not tolerate any kind of bullying, discrimination, intimidation, or favoritism. Employees are encouraged to report to their supervisor if they, or someone in the workplace, is experiencing bullying, discrimination, intimidation, or favoritism.</p> <p>If the employee feels that the grievance is not corrected by their supervisor, or their supervisor is involved in the grievance, the employee should report to the executive director. If the employee feels that the grievance is not corrected by the executive director, or the executive director is involved in the grievance, the employee should report to the board of directors. Board member contact is: Boardmembers@wacbd.org</p>

Procedure 4- Company Responsibility	
WACBD Principles	<ul style="list-style-type: none"> • We commit to equitable treatment and elimination of discrimination in all its forms in the organization. • We welcome and respect the diversity of our patients, employees, and partners. • We take the broadest possible view of diversity. • We value the visible and invisible qualities that make you who you are. • We welcome and understand that every person brings a unique perspective and experience to advance our mission and progress our fight for the optimal health of every person in every community. • We strive to include diversity, equity, and inclusion practices at the center of our daily work. • We commit to using these practices for our business and our communities.
Supervisor Responsibility	Supervisors will handle diversity/cultural conflicts with open communication and encourage employees to learn more and educate themselves on diversity and cultural



	topics that they do not understand. Supervisors can also request that employees take additional diversity and cultural training courses through Oasis.
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RELEVANT REFERENCES:

- [Culture, Language, and Health Literacy | Official web site of the U.S. Health Resources & Services Administration \(hrsa.gov\)](https://www.hrsa.gov/culture-language-and-health-literacy)
- https://oasispayroll.skillport.com/skillportfe/ajax/SbJaSummaryPage.action?id=lchr_01_a96_lc_enus_jalchr_01_a96_lc_enust601&time=54&displayDevPlanEditDeleteIcon=0&hideAddToMyPlan=0&lpName=
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APPROVING COMMITTEE(S):

Policy and Compliance Committee (PCC)

REVISION HISTORY

	Final Approval by	Date	Brief description of change/revision
Revision	PCC	9/29/21	Added employee reporting and supervisor responsibility
Revision			