



Equity Diversity Inclusion Policy

The Board adopted this policy in March 2021

Why does the HPC need an EDI Policy?

- To Foster Equity, Diversity, and Inclusion in our organization
- The United Way now asks for an EDI policy as part of the grant application process - This prompted the HPC to create one in order to be considered for future opportunities
- Other funders are more likely to follow suit now that the United Way has implemented this requirement
- Developing a policy is a good way to look ahead at where we want to go and think about how we want to get there
- Having policy discussions at the Board level provides important guidance to staff and volunteers

How was the HPC Policy Developed?

- Research on other organizations EDI policies
- Reading articles on related topics: Some sources include
 - Website: Nonprofit AF
 - Website: Community Centric Fundraising
 - Facebook Group: Nonprofit Happy Hour
- I picked pieces of other organizations policies and sewed them together to make a “Frankenstein’s Monster” rough draft
- The Board discussed the first draft and I explained each section, allowing the board to ask questions, make additions, and suggest revisions
- I incorporated the feedback into a second draft which was discussed at the following meeting. The Board then voted to adopt the policy.

Inward Facing or
Outward Facing?

Policy Statement

Hunger Prevention Council is committed to giving voice to all, ensuring meaningful inclusion, working toward anti-racism, and treating everyone with dignity and respect. The board is accountable to inclusivity and collaborative leadership in all decisions regarding recruitment, membership, staffing, programming, policy, outreach and education.

- The Policy Statement is the main point of the policy.
- Other Sections of the policy explain the specifics of how we will act and what we will do to accomplish this objective.

Section 1- The Board

The Hunger Prevention Council board is committed to creating conditions that advance equity and shared power. The board will do this in the following ways:

We will make equity a standing agenda item at an annual board workshop. The vice president will be responsible for an equity presentation to the board followed by board discussion and possible action. The vice president may arrange to bring in a speaker to give this presentation or may give the presentation themselves. The vice president will then present a summary of the presentation and discussion at the following meeting of the HPC.

The board will budget funds to support the annual retreat and the continuing education of the board.

The board recognizes that the organizational budget is a reflection of the values of the organization and will make budgetary decisions accordingly

The board will review all policies, procedures, and governance decisions with equity as a primary factor in decision making.

The board will encourage the participation of an advisory (non-voting) board member who has experienced food insecurity within the past five years. To be eligible for this advisory position the individual must have made use of SNAP or WIC or used a food pantry 6 or more times. The board will allocate funds for the advisory member to receive a stipend for attending meetings. The amount budgeted will be \$50 per meeting.

- The HPC Board has power over the organization in a number of ways. This policy encourages the board to use that power for good.
- The budget is one of the main responsibilities of the board. The budget can be an important tool for advancing equity goals.
- A scarcity mindset is an enemy of equity and inclusion

Section 2 - Staffing

- All position postings will include a salary range and description of benefits.
- We will respect the time and effort put in by applicants by making decisions and communicating with applicants in a timely manner.
- Funds will be budgeted for staff continuing education.
 - budgeted funds are pre-approved for equity and diversity education for staff. Funds may be used for registration fees for workshops or conferences or for purchase of materials such as books.
 - budgeted funds may be used for other continuing education with approval by the executive director and a majority vote of the board. Possible uses include capacity building workshops and skill development in areas related to the position of the staff member.
- We recognize that passion exploitation can damage marginalized staff's financial security and commit to giving a cost of living raise every year.
 - The board reserves the right to make changes to staff compensation in times of financial hardship. These options include but are not limited to cuts to base pay, furloughs, reduced hours, and lay-offs.
 - The percentage of cost of living raise will be decided by the finance committee and figured into the annual budget.
 - Cost of living raises will take effect on January 1st each year.
 - The board may also consider merit increases at their discretion.
- The majority of persons working in nonprofit organizations are women
- Nonprofit work is consistently lower paid than for - profit organizations
- A lack of transparency and fairness for staff can create a toxic work environment and lead to lower quality of work and a failure of the organization to reach its goals

Section 3-Fundraising

We will support a fundraising model that centers the community we serve and benefit from.

We will not engage in exploitative story-telling for the purpose of fundraising or marketing of the organization.

We will develop and implement an equitable donation acceptance policy.

- Fundraising has traditionally focused on catering to the needs and wants of the people with the most money, sometimes at the expense of meeting the needs of the communities we exist to serve.
- Money can create a power imbalance where staff and volunteers will need strong policy to restore decision making authority where it belongs.

Section 4- Pantry Management

The Pierce County Food Pantry is a TEFAP outlet and all volunteers and staff are required to receive TEFAP civil rights training.

We will follow TEFAP guidelines regarding language barriers and accommodating the needs of people with disabilities.

Demeaning comments or jokes regarding people who use our services, volunteers, or staff will not be tolerated.

Volunteers will sign confidentiality agreements and protect the privacy of people using our services and participating in our programming.

- TEFAP already has civil rights training and guidelines that pantries should follow so there isn't any need to reinvent the wheel.
- This policy point regarding demeaning comments or jokes is to give volunteers and staff a document to back them up if a situation should arise where they need to ask someone to leave the pantry

A POLICY IS A
LIVING
DOCUMENT

Want to create your own EDI Policy?

- Remember who you are creating this policy for and provide as much explanation as necessary.
- A bullet point format is easier to read than a paragraph format and makes it easier to locate a specific policy point in the document.
- Different sizes of organizations have different needs. Modify as much as and as often as necessary.
- Feel free to use the HPC policy in whole or in part.
- I'm happy to be a sounding board for you to bounce ideas off of as you work on your policy.