



*Recognizing chapter activities from January 1, 2022 - February 28, 2023  
Revised: August 2022*

required



The chapter has a formal policy of recruitment and retention of diverse members and a mission statement posted on the chapter's website or shared annually with chapter members that reflects the diversity of the community it serves. Chapter provides their Chapter Resource Team (CRT) member a report highlighting what they did to recruit/retain diverse members in the prior year including aspects of membership to appeal to current and prospective members across all generations – consider elements on developing long-term leadership and involvement.



The chapter has a diversity, equity, inclusion and accessibility officer or committee (which can be the responsibility of a board member or the nominating committee) and engages in succession planning to ensure all members have the same opportunities to lead, including diverse members in its leadership.



At a minimum of quarterly, maintain communication with the CRT. On at least a semiannual basis, communicate the chapter-related diversity, equity, inclusion and accessibility initiatives and needs.

highly recommended



At least on annual basis, survey members to determine what issues they are facing in their jobs; their satisfaction with chapter benefits and activities; and to determine what diversity, equity, inclusion and accessibility goals and challenges they are currently facing.



Create and/or maintain a diverse new member mentor or peer support program or use existing ambassador program. This program supports conferences, events and education related to diversity, equity, inclusion and accessibility to promote a diverse workforce.



If the chapter has social media, actively promote chapter members to share social media postings of the international Association by liking, sharing, retweeting and/or reposting. Actively promote the social media postings of Diversity, Equity, Inclusion and Accessibility Committee by liking, sharing, retweeting and/or reposting from chapter accounts: Facebook, Twitter, LinkedIn.

In addition, it is recommended to submit an entry for the Elevate ALA Award for exemplary efforts in the DEIA category.

If your Chapter is interested in having the ALA DEIA Committee conduct one of the training programs listed on the reverse page, please email [diversity@alanet.org](mailto:diversity@alanet.org).

Link to current members of the [ALA Committee on DEIA](#).



Handle: @ALAdiversity



@ALADiversity



ALA Diversity, Equity,  
Inclusion & Accessibility



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available training



**How to Stop Bullies in the Workplace**

We hear stories about bullies all the time, mostly among school-age children and in school settings. But according to the Workplace Bullying Institute, 30% of employees have direct experience being bullied. This presentation provides an opportunity to learn the difference between harassment and bullying and will touch on the intersectionality of harassment, bullying and racism. Participants will understand the impact on their employees when this behavior is allowed to continue. And they will learn how to recognize, acknowledge and stop bullying in the legal profession.

Participants will:

- Learn examples of various implicit and blatant bullying behaviors.
- Gain a better understanding of how a culture of silence enables bullying behaviors in the workplace.
- Learn to distinguish between bullying and harassment behaviors.
- Understand how bullying behaviors affect the legal profession.
- Receive tips and guidance to implement actionable measures for stopping bullies in the workplace.



**Creating a Culturally Competent Law Firm**

Cultural competence is an awareness of the cultural differences that makes each person unique; it is the ability to interact with and appreciate belief systems that differ from our own, thereby creating a way for everyone to work cross culturally. The goal of this presentation is to enhance knowledge and skills for building and maintaining a multicultural organization and becoming positive change agents for our workplaces. This program asks participants to understand and reflect on their role as a leader responsible for promoting inclusion and building successful and effective working relationships within our organizations.

Participants will:

- Define diversity and culture and its impact on relationships within our organizations.
- Recognize our unconscious biases and how they impact our culture and hiring decisions.
- Understand the importance of collaborative working relationships with diverse others and the benefits of diverse perspectives in problem solving.
- Recognize the importance of infusing diversity into our organizations to achieve a more productive, respectful and cooperative work environment.



**25 D&I Tips**

Why is diversity important, and how can we do a better job bringing diversity and inclusion to our lives and the workplace? Businesses must pursue diverse talent and achieve real inclusion if they want to be successful beyond today, and into tomorrow. Beginning with a fundamental understanding of diversity and its many dimensions, participants will achieve greater comprehension of the types and layers of diversity, beyond those as defined by the EEOC. Once the concept of diversity is explored, how do we go on to create real inclusion? How can we create policies and procedures that support our definition of success? What strategies can we employ, and where can we get help if we need it?

Participants will:

- Define diversity and its many dimensions.
- Participants will be able to identify some of the top-level reasons diversity and inclusion are important to the success of businesses today.
- Identify pitfalls and barriers to diversity and inclusion. Participants will become familiar with biases we all have, how to foster awareness of these unconscious beliefs and counteract them.
- Participants will be able to identify workplace and recruitment/retention considerations related to differences including religion, age, disabilities, gender issues, sexuality, gender identification, military status and more.



**You Belong Here: Creating an Inclusive Environment Where Everyone Belongs**

This session will provide guidance on how leaders can enhance the sense of belonging in a firm by creating an open and welcoming environment in which employees can be their authentic selves. You'll explore the economic and racial injustice crises since the onset of COVID-19 from a diversity, equity and inclusion lens. You'll consider implicit bias and how the sooner we're able to recognize our biases and become more self-aware, the better we'll be as leaders. You'll also learn about imposter syndrome and how to recognize and address employees who feel as though they do not belong.

Participants will:

- Develop diversity, equity, inclusion and accessibility programming for employees.
- Create awareness of implicit bias and learn how to form healthy working relationships with employees who may not be similar to you.
- Identify solutions for increasing employee engagement by creating a space of inclusiveness.
- Appraise how to be a true ally to employees in underrepresented communities in the workplace.



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