



# ANDERSON, DAVIS & ASSOCIATES, CPA HR POLICY MANUAL

*Diversity, Equity  
& Inclusion Policy*



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# INTRODUCTION

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At Anderson, Davis & Associates, CPA, we believe that Diversity, Equity and Inclusion (DEI) are not just buzzwords, but essential pillars of our success and growth as an organization. We are committed to fostering an inclusive and equitable work environment where every employee, regardless of their race, ethnicity, gender, age, religion, disability, sexual orientation, or any other characteristic, feels valued, respected, and empowered to contribute their unique perspectives and talents. This Diversity & Inclusion Policy outlines our commitment to creating a workplace that celebrates diversity and ensures equal opportunities for all employees.

Our commitment to fostering an inclusive environment extends beyond our internal operations. We take great pride in our existing client base, as it serves as a living testament to the full practice of our DEI policy. Our diverse range of customers reflects the inclusivity and commitment to making a positive impact in various communities and causes.

- **Serving Organizations with Different Missions:**

Our client base encompasses organizations with diverse missions and focuses, each working tirelessly to address pressing social issues and create a positive impact in the world. By catering to organizations that serve veterans, individuals with disabilities, substance abuse and recovery, at-risk youth, the elderly, youth sports, environmental causes, women and children's social services, inner-city community support and more, we demonstrate our dedication to supporting a wide array of social causes. This diversity highlights our commitment to DEI, as it reflects our belief that every community and individual deserves equitable access to our products and services.

- **Employee Engagement and Pride:**

Our employees take immense pride in serving a client base that represents such a broad range of causes and communities. Working with organizations that serve veterans, disadvantaged youth, and vulnerable populations inspires our employees to be deeply engaged and committed to our DEI policy. This diverse client base drives a sense of purpose and fosters an inclusive culture within our organization.

In conclusion, our existing client base is more than just a testament to our DEI policy; it is a reflection of our core values as an organization. By serving organizations from all walks of life, we celebrate diversity, embrace equity, and promote inclusivity in every aspect of our business. Through our partnerships, tailored solutions, and employee engagement, we endeavor to contribute positively to the well-being of communities and individuals around the world.

# PURPOSE

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The purpose of this policy is to establish a framework that guides our efforts in creating a diverse, equitable and inclusive work environment including recruitment, hiring, retention, career development, promotions, training, and workplace culture. We strive to create a workplace where every employee feels valued, supported and empowered to reach their full potential. By adhering to this policy, we aim to create an inclusive environment that empowers individuals to contribute their best and fosters a sense of belonging for all employees.

- A. Promote Diversity: We strive to build a diverse workforce that reflects the varied backgrounds, experiences, and perspectives of our global community.
- B. Ensure Inclusion: We are dedicated to creating an inclusive environment where all employees feel welcome, appreciated, and treated fairly.
- C. Foster a Positive Culture: We aim to cultivate a workplace culture that encourages collaboration, innovation, and mutual respect among employees.
- D. Provide Equal Opportunities: We are committed to providing equal opportunities for career development and advancement to all employees based on merit and skills.

# POLICY GUIDELINES

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### A. Non-Discrimination and Equal Employment Opportunities

We are committed to providing equal opportunities to all individuals regardless of their race, color, ethnicity, religion, gender, sexual orientation, gender identity or expression, national origin, age, disability, genetic information, marital status, or any other protected characteristic as defined by applicable laws and regulations. All employment decisions, including hiring, promotions, transfers, training, compensation, and terminations, will be based on job-related qualifications and merit.

### B. Recruitment and Hiring

Recruitment and Hiring a. Job postings: We will create inclusive job descriptions and advertisements that attract a diverse pool of candidates. These postings will emphasize our commitment to diversity and inclusion. b. Candidate selection: All hiring decisions will be made based on merit, qualifications, and job-related criteria. Bias and discrimination will have no influence in the selection process. c. Interview process: Interview panels will be diverse, representing different backgrounds and perspectives. Interview questions will be designed to assess skills and qualifications only.

### C. Training and Education

We will provide regular training programs and resources to raise awareness about diversity and inclusion for all employees to foster understanding and appreciation of diverse backgrounds and perspectives. Training programs may cover topics such as unconscious bias, cultural competence, inclusive leadership, and creating an inclusive work environment.

### D. Career Development and Advancement

We are committed to providing equal opportunities for career growth and advancement to all employees. Career development programs, mentorship initiatives, and succession planning will be designed to ensure fairness, transparency, and inclusivity.

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#### **E. Inclusive Workplace Culture**

We are dedicated to providing a work environment that promotes open communication, respect, and collaboration. We expect all employees to treat each other with respect and dignity, valuing the contributions of every individual. Harassment, bullying, discriminatory jokes, slurs, or any form of disrespectful behavior will not be tolerated. Employees are encouraged to report any incidents of misconduct to their supervisors, Human Resources, or through the appropriate channels provided by the organization.

#### **F. Accessibility and Accommodation**

We are committed to providing reasonable accommodations to employees with disabilities to ensure they can fully participate in the workplace. Employees who require accommodations should reach out to the Human Resources department, and we will engage in an interactive process to identify and implement appropriate accommodations.

#### **G. Supplier Diversity**

We will actively seek opportunities to engage with diverse suppliers and vendors, promoting economic growth and empowerment in various communities.

## IMPLEMENTATION

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The Partner Group will be responsible for implementing this Diversity, Equity & Inclusion Policy throughout the organization. They will work in collaboration with department heads and managers to ensure all employees understand and comply with the policy.

## MONITORING AND EVALUATION

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We will regularly monitor and evaluate the effectiveness of this policy to measure progress and identify areas for improvement. Feedback from employees, diversity metrics, and other relevant data will be used to assess the policy's impact.

## COMPLIANCE

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Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.

## CONCLUSION

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Diversity, equity and inclusion are at the core of our values, and we believe that a diverse workforce enriches our organization and drives innovation. By embracing diversity and fostering an inclusive environment, we will continue to attract top talent, enhance creativity, and build a stronger and more successful company.

This policy will be reviewed periodically and updated as necessary to reflect the evolving needs of our workforce and the communities we serve.