



Equity, Diversity, and Inclusion Action Plan

Helping Hands, Open Hearts is committed to fostering equity, celebrating diversity, and supporting inclusion. We have created a diversity action plan, which both formalizes the existing policies and sets goals for new policies, in all aspects of Helping Hands, Open Hearts, including our volunteers, our board, and the people that we assist every day.¹

Board of Directors: At Least 30% Diversity

Helping Hands, Open hearts is committed to achieving representation of the diversity of the Dallas community on its Board of Directors. Accordingly, HHOH strives to have at least 30% diversity within its Board of Directors.

To achieve this goal, HHOH will:

- Encourages members to engage in outreach beyond the current community we serve
- Takes steps to ensure it has an equitable and transparent board nominations process, which is communicated to all members
- Actively seeks candidates from across the community and encourages people from all equity-seeking groups to consider a position on our Board of Directors
- Utilizes an open and inclusive process for recruiting, evaluating, and selecting nominees to the Board of Directors

Staff/Volunteers: At least 30% Diversity

Helping Hands, Open Hearts is also committed to developing a volunteer and work environment that is reflective of the diverse community that it serves. To that end, HHOH strives to have at least 30% diversity among its staff and volunteers at any given time.

To achieve this goal, HHOH will:

- Set diversity goals when recruiting candidates for employment and volunteering
- Avoid stereotypically gendered wording in volunteer and job descriptions
- Intentionally market open positions on platforms targeted to diverse individuals
- Utilize blind resume review when considering applicants for volunteering
- Train our team on equitable practices
- Pursue cultural competency throughout the organization, by creating substantive learning opportunities and formal, transparent policies

Helping Hands, Open Hearts is committed to maintaining a working environment where all individuals are treated with dignity and respect and are free from all forms of discriminatory treatment, behavior or practice. At HHOH, a diverse, inclusive, and equitable workplace is one where all employees and volunteers, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education or disability, feel valued and respected. We are committed to a nondiscriminatory approach and provide equal opportunity for employment/volunteering and advancement in all of our departments, programs, and worksites. We respect and value diverse life experiences and heritages and ensure that all voices are valued and heard.

HHOH also prohibits discrimination or harassment and protects the right to be free from hate activity based on age, ancestry, citizenship, creed (religion), color, disability, ethnic origin, family status, gender identity, level of literacy, marital status, place of origin, membership in a union or staff association, political affiliation, race, receipt of public assistance, sex, sexual orientation or any other personal characteristic by or within the organization. Discrimination, harassment, violence, and any other form of discriminatory practices will not be tolerated by HHOH. We recognize that discrimination does not have to be intentional and that it can result from practices or policies that appear to be neutral but have a negative effect on groups or individuals based on race, religion, gender, etc.

To ensure that we are maintaining this kind of working environment, HHOH will:

¹ For the purposes of this policy, equity-seeking groups include ALAANA, Aboriginal/First Nations people, women, people with disabilities, racial minorities, the socio-economically disadvantaged, lesbian, gay, bisexual, and transgender persons.



- Establish clear, written employment and volunteer policies and guidelines that address penalties for discriminatory treatment or behavior, harassment, and/or retaliation
- have a clear process established for reporting behaviors that violate this policy
- Promotes open, effective communication, as well as clear channels for feedback, to all board members, volunteers and employees

Training and Education for Board and Staff

HHOH is committed to ensuring that those involved in the delivery of services and programs have the knowledge, understanding and skills to work with and provide services to members of diverse communities, particularly equity seeking communities.