


Name of Policy: <u>Diversity training</u> Policy Number: 3364-12-02 Approving Officer: President Responsible Agent(s): Vice President for Diversity and Inclusion; CEO of UTMC; Senior Director, Faculty Relations/Inclusion Officer Scope: The University of Toledo – all campuses		 Revision date: May 27, 2022 Original effective date: May 9, 2011	
<input type="checkbox"/>	New policy proposal		Minor/technical revision of existing policy
X <input checked="" type="checkbox"/>	Major revision of existing policy	<input type="checkbox"/>	Reaffirmation of existing policy

(A) Policy statement

The University of Toledo will support its strategic mission related to diversity through multiple diversity initiatives and diversity education for all employees. The University will offer online training and in-person workshops to ensure that all employees are aware of the University’s commitment to diversity, inclusion and mutual respect. To assure compliance, all employees will participate in the appropriate training during New Employee Orientation, face-to-face or via online training.

The University believes that the content of the respective workshops and online training are consistent with the University’s definition of diversity. The Office of Diversity and Inclusion is responsible for the selection of the modules and the development of DEI workshops. As such, these modules and workshops are important to the University’s ability to achieve its strategic goals related to diversity and inclusion.

All faculty, staff, employees and volunteers are required to satisfactorily complete the respective face-to-face or online training as appropriately noted for their designation of UTMC employees or non-UTMC university employees.

(B) Purpose of policy

The University supports the value of diversity among its students, patients, volunteers, employees and constituent community. The online training and workshops will explain the important role that diversity and inclusion has in the enrichment of the university and hospital experience. The institution’s collective purpose is to enhance the educational, patient care and social experiences of all individuals who are associated with the University.

(C) Definition of diversity

Diversity is a core value of The University of Toledo. As a scholarly community that encourages diversity as reflected in our broad array of disciplines, we embrace the many things in life that makes us different. The University welcomes people of all racial, ethnic, cultural, socioeconomic, national and international backgrounds. We embrace diversity of pedagogy, religion, age, ability, sexual orientation, gender identity/expression, veteran status and political affiliation. Diversity is essential to our ability to survive and thrive. Every individual is a necessary asset, and we demonstrate this every day in our policies, practices, and operating procedures.

(D) Procedure

1. The Office of Diversity and Inclusion is responsible for the implementation of the development of the modules and workshops and will serve as the resource for questions on tracking of training completion.
2. Employees will be required to attend a session at New Employee Orientation upon hire. Additionally, new employees will be required to complete an additional online training through the *EverFi* platform within three months of hire.
3. Annual completion of the online module housed in EverFi, the University's compliance training program.
4. Completion and tracking information will be made available upon request of the compliance officer.
5. Chairs, department heads and supervisors are responsible for making sure all of their employees are aware of the University's diversity education training requirements by
 - a. Ensuring that new employees/staff/volunteers register and attend a diversity training session.
 - b. Requiring that all employees complete the online training or workshops within three months of employment.
6. Chairs, department heads and supervisors are responsible for ensuring the completion of continuing diversity education for all employees.

<p>Approved by:</p> <p><u>/s/</u> Gregory C. Postel, M.D. President</p> <p><u>May 27, 2022</u> Date</p> <p><i>Review/Revision Completed by: Vice President for Diversity and Inclusion; Senior Director, Faculty Relations/Inclusion Officer; Senior Leadership Team</i></p>	<p>Policies Superseded by This Policy: <i>3364-12-02 effective date May 9, 2011</i></p> <p>Initial effective date: May 9, 2011</p> <p>Review/revision date: July 11, 2019, May 27, 2022</p> <p>Next review date: May 27, 2025</p>
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