



Human Resources	Policy 4.2
Diversity, Teamwork	Effective Date: 4/20/2017
Approved By WAC Board of Directors	Revision: R Date:

Policy:

We at the Washtenaw Alano Club (WAC) are aware of the vast differences in people and how being different can bring strength to our organization. We embrace the differences in all of our members, patrons and employees. We value everyone for who they are.

Procedure:

Staff is encouraged to:

- Promote diversity by learning about the many ways we are different and alike.
- Seek and praise the uniqueness of one another.
- Be willing to listen with an open mind.
- Embrace those ideas that others hold in esteem.
- Remain open to those ideal and people whose values are different than ours.
- Be just yet gentle in stating our views when different than others.
- Preserve the delicacy of the human spirit.

Teamwork/Acceptance:

We believe that teamwork is essential to the success of our organization. Mutual respect among staff is essential in preserving respect for our members. Therefore, we expect our team to strive for the following work environment:

- Deliver a clear message that anything that indicates bias is unacceptable.
- Make co-workers aware of the effects of their words and actions.
- Support minorities, women, and any others affected by subtle bias.
- Stress to all employees that productive and quality work and dignified behavior is each individual's responsibility.
- Build a healthy environment that stimulates growth and self-esteem.

- Not allow hostile words or actions directed towards a team member.
- Respect one another.
- Listen to one another.
- Encourage team members to give input.
- Value what is different and build on similarities.

The administration of WAC will create and maintain an atmosphere of mutual respect amongst our employees by:

- Communicating expectations
- Explaining decisions clearly
- Leading by example
- Requiring compliance

We will alert to potential conflicts and resolve them quickly and fairly.

We will strive to be open and attentive to our members and employees and their individualities. We will acknowledge and accommodate their diversity when it will not jeopardize safety, the integrity and/or effectiveness of our mission and philosophy as we serve members.

Revision log

- **Policy or form number:**

Rev.	Revision Description	Date	Author