Inclusion and Diversity
At The Ohio State University Wexner Medical Center we see diversity as the uniqueness each person brings to achieving our shared mission and goals. We recognize and value individual perspectives, characteristics and experiences. We strive to create an environment where we thrive on and benefit from our similarities and differences.

Inclusion and Diversity are:

- Key to Our Mission of improving people’s lives through innovation in research, education and patient care.
- At the core of Our Values of Integrity, Teamwork, Innovation, Excellence and Leadership
- Vital in achieving our Our Vision: Working as a team, we will shape the future of medicine by creating, disseminating and applying new knowledge, and by personalizing health care to meet the needs of each individual.

Diversity Employee Resource Groups (ERGs)
Diversity ERGs are self-determined associations of faculty and staff organized around a specific diversity dimension. ERGs are established by faculty and staff members to assist the medical center in meeting its goals and objectives. Wexner Medical Center recognizes and supports Diversity ERGs organized around the dimensions of race, ethnicity, gender, region of origin, life stage, physical challenge and sexual orientation.

Purpose
The medical center's diversity ERG program is designed to support faculty and staff forming ERGs that assist the medical center in:

- Sustaining an inclusive culture
- Increasing cultural competency
- Recruiting, on-boarding and retaining faculty and staff from diverse backgrounds with diverse experiences
- Promoting personal and professional development for all
- Building highly effective teams
- Increasing community involvement
- Supporting One University across campuses

Participation
Although ERGs are formed around a specific diversity dimension, membership and participation is not limited or restricted in any way. A faculty or staff member seeking to participate in ERG activities should obtain prior approval from their immediate supervisor if the activity is scheduled during his/her normal work hours. Managers and supervisors are strongly encouraged to support faculty and staff in ERG participation.

Formation
To receive recognition and approval as a medical center diversity ERG, a group of individuals must complete the following:

1. Review the medical center's diversity ERG guidelines and applicable policies and procedures available from the Diversity Council and submit a statement of agreement to adherence.
2. Meet the minimum size requirement of 10 founding participants. (Second-year and subsequent renewals require a minimum of 20 regular members.)
3. Recruit one of the following as the ERG's Senior Sponsor:
   - An academic department chair or vice-chair
   - An assistant dean or above from the College of Medicine
• An associate executive director, chief nursing officer or above from the Health System or The James

4. Develop the following to be submitted to the Diversity Council:
   • Statement of Purpose
   • Letter of acceptance from Senior Sponsor
   • 12-month operational plan outlining ERG meetings and activities linked to the Diversity ERG’s Statement of Purpose
   • 12-month operating budget
   • A plan for selecting ERG leadership

5. Nomination of a representative to the medical center Diversity Council from the Diversity ERG.

Approval Process
A request for consideration and all documentation must be submitted electronically to the chair of the Diversity Council at least two weeks prior to the next regularly scheduled DC meeting. Proposed ERG leadership, including the Senior Sponsor, must be present at the DC meeting to discuss their submission and respond to any questions. Upon reviewing the submitted information and meeting with proposed ERG leadership, the Diversity Council may:
   • Reject the request for approval based upon the proposed ERG not meeting program criteria or incomplete documentation.
   • Conditionally approve the proposed ERG provided specified actions are taken.
   • Approve the proposed ERG. Rejections may be appealed to the Diversity Executive Committee who has final decision making authority.

Policies and Procedures
All diversity ERG activities and members must adhere to all medical center policies and procedures. Failure to do so can result in loss of charter and disciplinary action.

Scope of Activities
Diversity ERG activities are required to support one or more of the following Medical Center objectives:
   • Sustaining an inclusive culture
   • Increasing cultural competency
   • Recruiting and retaining faculty and staff from diverse backgrounds with diverse experiences
   • Promoting personal and professional development for all
   • Building highly effective teams
   • Increasing community involvement Activity participation must be open to all faculty, staff and students.

Examples of ERG-sponsored activities include:
   • Mentoring
   • Celebrating
   • Educating
   • Volunteering
   • Providing Culturally Sensitive Insight to Internal Decisions
   • Recruiting and Retention

Annual Renewal
To continue to receive medical center recognition and support each ERG is required to submit the following to the Diversity Council 60 days prior to the start of the fiscal year:
   • Report of the previous fiscal year’s activities
   • Schedule of funds generated and expended during the previous fiscal year
   • Operational plan outlining activities planned for the upcoming fiscal year
   • Membership roster (a minimum of 20 members is required after the first full fiscal year of operation)
   • Operating budget
The Diversity Council will review reports submitted and determine whether the ERG’s charter will be extended for another fiscal year.

Utilization of Organizational Resources
Approved diversity ERGs and ERG activities have appropriate access to computer, email, meeting rooms, copiers and basic office supplies. ERGs must follow all medical center guidelines, policies and procedures in utilizing medical center resources. Abusing the utilization of medical center resources in any way will trigger a review of the ERG’s charter and funding by the Diversity Council.

Questions regarding the formation and operations of Diversity ERGs are welcomed by the chair of the Medical Center’s Diversity Council.