

EQUITY FEEDBACK FORM DIRECTIONS

Janus Diversity Vision Statement:

“Janus Youth Programs is invested in advancing equitable services for all children, youth and families and for all staff. We recognize both advocacy and education about equity is important for the success of marginalized communities. Collaboration with the communities we work with informs our lens.”

Your feedback provides Janus with input to ensure existing **trainings, procedures, policies, and practices** are equitable and inclusive. Janus Youth Programs can also use your feedback to see patterns across the organization that may not be in alignment with our diversity and inclusion policy and to make changes to address these patterns.

A staff member can file an Equity Feedback Form when you experience or observe a **training, procedure, policy, or practice** that you feel is not in alignment with Janus Youth Programs' Diversity vision. The committee values this input from across Janus as it helps to highlight patterns and policies that are in place but that may not support our vision for an inclusive and equitable organization and that are not culturally competent. It also helps us to inform and improve future trainings, procedures, policies and practices. The Committee will be able to use input like this to make recommendations to the Executive Director on any changes that need to be addressed.

Once you submit this form, via the options below, it will be looked over by a Review Committee. The Review Committee is made up of the HR Director, and two rotating members of the Diversity Committee. The only task of the Review Committee is to pull out any information, names, reports that are an HR issue rather than a **training, procedure, policy, or practice** issue. Feedback that does report a **training, procedure, policy, or practice** issue will be reviewed by whole Diversity Committee at next monthly meeting.

***This form does not replace Janus HR processes that are already in place (grievance, whistleblower, etc). If you have concerns that are not about trainings, policies, procedures or practices please, please bring those to your Supervisor or to HR.*

Once completed, you can pass this feedback on to the Diversity Committee by:

- Giving it to your Program Supervisor
- Directly to HR Director

Equity Feedback Form

Please fill out this form when you have a concern regarding **training materials, procedures, policies, or practices** that are not in alignment with Janus Youth Programs' vision for a safe and equitable workplace. Your feedback will be reviewed as a way to reflect on how Janus does its work and to help the organization move towards being more inclusive, equitable and to increase cultural competency.

Your name: _____ (Feel free to remain anonymous for any reason, although we will not be able to follow up with you if that is the case)

*****We strive for confidentiality and cannot guarantee it*****

Your program: _____

Your Supervisor: _____

Date: _____

(please attach more paper if you need more space)

Is there a training, policy, procedure or practice that you are concerned about and would like to share with the Diversity Committee.

This is my concern; When, where, what, who?

From your point of view, in what ways was the training, policy, procedure or practice not inclusive, equitable, or culturally responsive?

Do you have any suggestions for how the situation can be changed or improved to fit with Janus's Diversity Vision and be more inclusive, equitable and culturally competent?

Do you have anything else you would like to share with the Diversity Committee?

The Diversity Committee will read your feedback and could make recommendations to change trainings, policies or procedures for the organization. Would you like someone from the Diversity Committee (probably the person who represents your program on the committee) to follow up with you and share the conversation and next steps in response to your input? (circle one) We will get back to you one week after the next Diversity Committee meeting which is generally held once a month.

YES or No

If yes, what is the best way for us to reach you?

Thank you for taking the time to share your feedback and for your commitment to help improve this organization for every person who is a part of it.