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			Effective Date: 07/01/22
	Subject: Equity and Inclusion Policy	No: 2450-OEM/EI-000-1	Supersedes: N/A Dated: N/A

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100 POLICY STATEMENT

Prince William County is committed to building and sustaining an equitable, diverse and inclusive workforce to serve the community. As such, Prince William County Government assesses its policies, programs and practices on a continuum through inclusion index markers¹ and an equity lens of intersectionality². We are an organization where every individual brings a diversity of perspectives³ and has equal access and equitable opportunity to join their voices in addressing barriers⁴, and reforming conditions that hinder progress toward justice⁵ and equity⁶. The County is committed to creating equitable and inclusive services and opportunities for meaningful community engagement, so that every resident, business and visitor may enjoy all the social and economic benefits of community life.

100.1 PURPOSE

Equity tools⁷ will be utilized in all aspects of planning to avoid disproportionate impacts⁸ on our employees and community members. Equity and inclusion⁹ are threads woven through all plans, regulations, developments, policies and procedures.

100.2 SCOPE & APPLICABILITY


This policy statement recognizes the need to define expectations to operationalize opportunities for equitable and inclusive outcomes¹⁰ for all employees. This policy will serve as a framework to inform all other policies, planning, practices and programs and apply to the delivery of all County government services.

100.3 AUTHORIZATION

This policy is authorized by the County Executive.

100.4 DESIRED OUTCOMES

Desired outcomes include, but are not limited to, a more diverse workforce, increased workplace morale, increased employee retention rates, greater employee engagement, cross-cultural communication practices, workplace of choice, inclusion and a sense of belonging. These outcomes will ultimately benefit the community as inclusive practices and policies work to ensure that residents have equal access and equitable opportunity to enjoy all the social and economic benefits of community life.

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200 METHODOLOGY

All Prince William County departments, offices, and agencies must work collaboratively to leverage opportunities and develop policies, programs, practices and plans to advance equity and inclusion in the County.

All internal working committees, task forces, focus groups and other work groups will execute functions within their purview in a manner that is consistent with this policy.

200.1 LEADERSHIP AND WORKFORCE TRAINING

To build and sustain cultural competence¹¹, all county employees will have access to professional development. This learning will be individual and collective and should emphasize areas that increase the skills and competencies needed to develop strategies that advance equity and inclusion. The foundational training should include the understanding and application of diversity of perspectives, the dimensions of the cultural self, the sphere of influence¹², equity tools, normalizing terms and definitions, performance measures, and disparate impact analysis¹³. Other specific subject matter area-related training should be provided as needed.

200.2 EQUITY TOOLS


When assessing plans, programs, practices and policies through equity tools, consideration should be given to the benefits and burdens on all workforce and community members. Equity tools may include, but are not limited to, disparate impact analysis, inclusive index markers, data collection and disaggregation, surveys, focus groups and structured interviews to intentionally consider equity in the decision-making process and to apply strategies that eliminate or mitigate disadvantageous impacts.

200.3 COMMUNITY ENGAGEMENT

An equitable and inclusive community encourages and provides opportunities for all its residents to be involved and engaged in its decision-making processes. In this way, agencies will receive a wide breadth of concerns, ideas and information that will allow them to make the most informed decisions possible. All outreach and public participation efforts should be inclusive of all County residents; and agencies will do their best to overcome any barrier(s) to achieve inclusive engagement.

200.4 EQUITY AND INCLUSION ACTION PLANNING ACCOUNTABILITY

All agencies will plan, assess, analyze, establish goals, collect data and make decisions within their purview in a manner consistent with advancing this policy's purpose.

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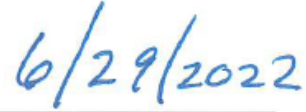
200.5 DEFINED ROLES

The County Executive will work with the Office of Equity and Inclusion to oversee the implementation of this policy. Executive Leadership, Department Directors and Equity and Inclusion Core Teams¹⁴ will work with County staff to provide strategic direction and leadership to support this policy's purpose.


Approved by:



County Executive

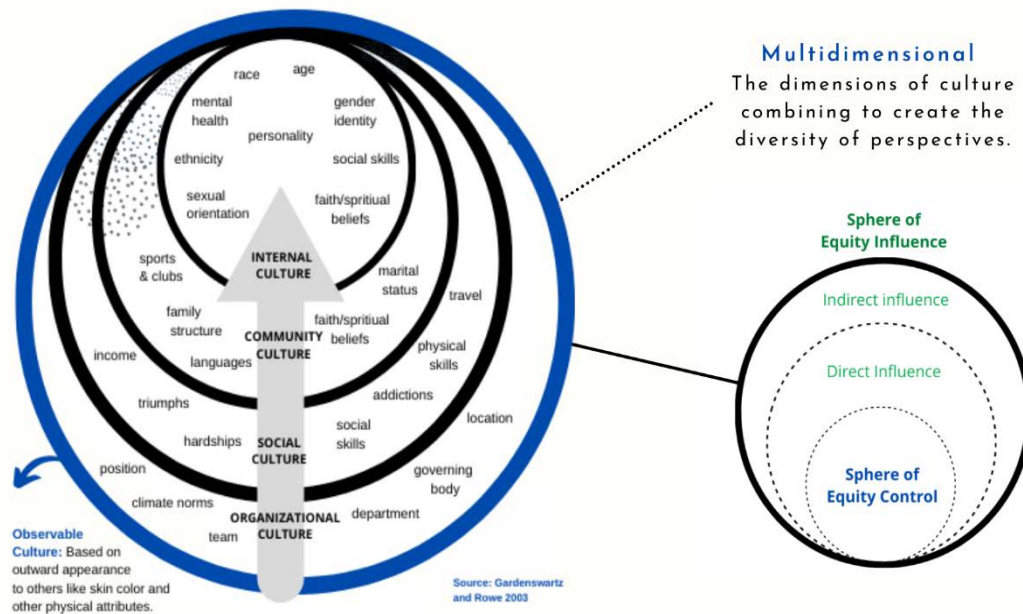


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APPENDIX A: TERMS AS USED IN THIS POLICY

1. **Inclusiveness Index Markers:** A diagnostic tool to measure the degree of inclusion or marginalization experienced by different groups across different societal settings.
2. **Intersectionality:** A framework for understanding how identity aspects of a person's lived experiences (examples: income, health, education, gender, race) overlap and combine to create multiple factors of advantages and disadvantages for an individual.
3. **Diversity of Perspectives:** Recognizes the wide variety of qualities possessed by people within an organization – emphasizing the individuality of people and the importance of valuing each person for their unique skills, competencies, attributes, knowledge and cultural traits – enriching the diverse perspectives of thought in an organization. (Oxford Dictionary of Human Resource Management)



4. **Barriers:** Examples of barriers (roadblocks) hindering inclusion are exclusive physical and non-physical environments, a lack of options, lack of access hindering opportunity, minimally developed individual and organizational relationships to understand the needs of our communities and employees, verbal and nonverbal language limiting inclusion, and policies not holding all stakeholders accountable to inclusion.

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5. **Justice:** The fair treatment and meaningful involvement of all people concerning the development, implementation and enforcement of laws, regulations and policies.
6. **Equity:** A commitment to action to promote justice and fairness when developing public policy, resource allocations, programs, regulations, enforcement of laws and institutional cultures resulting in access and equitable opportunities for all residents, businesses, visitors and employees. For this policy, equity is achieved by recognizing that we do not all start from the same place and must acknowledge and adjust for those imbalances.
7. **Equity tools:** Processes that assist public officials in making better decisions by identifying who benefits and who is burdened by a decision, policy, plan or practice, and who participated and who was missing in the decision-making process. Applying equity tools with an intersectional equity lens will lead to better-informed recommendations and decisions, eliminating or mitigating potential negative impacts on any group in the community.
8. **Disproportionate impacts:** The number of residents, businesses and employees belonging to a specific group classification that has a higher rate of inequitable outcomes than other groups in the same study of data.
9. **Inclusion:** The active, intentional and ongoing engagement of organizational improvements to assure equal access to opportunities and resources for all County residents, businesses, visitors and employees.
10. **Equitable and inclusive outcomes:** The result of removing any barrier(s) that may prevent access and inclusive treatment of our diverse workforce, customers, contractors, community partners, residents and businesses. *Note:* Disproportionate impacts may persist but are not tied to inequitable actions, but rather freedom of choice by an individual or group. Example: COVID-19 vaccinations – individuals have the right to choose if they wish to be vaccinated; the rate of vaccination outcomes may indicate disproportionate impacts due to personal choice, not inequitable processes or conditions.
11. **Cultural competence:** The ability to understand, appreciate and interact with people from cultures or belief systems different from one's own.
12. **Sphere of Influence:** A process of understanding what we have control over, what we can influence, and everything else outside of our power and influence.
13. **Disparate impact analysis:** Breaking down whole data into smaller groupings to reveal and understand underlying trends, patterns or insights that would not be observable in whole data sets.
14. **Equity and Inclusion Core Teams:** Volunteers from every County agency, office and department who facilitate policy implementation. These teams will plan, assess and recommend specific actions that advance equity and inclusion.