**Employee Resource Group Policy**

**[ERG Name at Organization Name]**

## 1. Mission statement

We want to continue creating an environment where everyone feels welcome and we believe that the interests of [group] are not yet represented at the table appropriately or been covered by other groups.

Our objective will be to ensure employees who belong to this group feel like they truly belong and continue being productive members of the organization to their fullest extent. This aligns with the company’s goals [state the most relevant goal], by ensuring high productivity.

[Others to be added as appropriate]

## 2. Organizational structure

* Leader/president
* Executive sponsor
* [Other roles]

The positions will be advertised openly [annually/every 6 months] for the members of the group to vote for.

## 3. Membership

Membership is voluntary and open to everyone who identifies as a member of [group] and allies. Allies are defined as employees who do not identify as members of [group], but wish to support the ERG.

## 4. Meetings and events

The group will meet [biweekly/monthly/every other month] to discuss regular topics that affect the community. In addition, there may be some ad-hoc events organized by the community to mark special occasions or raise awareness of issues.

## 5. Code of conduct

Members are not allowed to breach other policies of the company and must at all times adhere to the code of conduct of the company.

## 6. Amendments to the policy

Any amendments to the policy are subject to a vote. Amendments are brought in as part of discussion in a meeting and voted on. Simple majority is sufficient to pass an amendment.

|  |
| --- |
| Version control: V1  Last reviewed date:  Reviewer: [Name and/or Title]  Next review date due:  By reviewer: [Name and/or Title] |

[](https://www.aihr.com/platform/?utm_source=resource&utm_medium=resource&utm_campaign=templates&utm_content=templates)