**Employee Resource Group Policy**

**[Organization Name]**

This Employee Resource Group Policy (“Policy”) is designed to guide the formation, operation, and management of Employee Resource Groups (ERGs) within [Company Name]. Commitment to this Policy ensures that our ERGs operate with clarity and purpose, aligning their activities with [Company Name]'s overarching commitment to diversity, equity, inclusion, and belonging and contributing to organizational success.

## 1. Purpose of the policy

[Company name] is committed to making the employee experience inclusive for everyone. In pursuit of this we support the formation and maintenance of Employee Resource Groups. The purpose of this policy is to outline the definition, process and guidelines for creating an Employee Resource group in the organization.

## 2. Scope

This policy applies to [all full-time employees / full-time and part-time employees].

## 3. Definitions

An Employee Resource Group (ERG) is defined as a voluntary group organized and formed by employees on the basis of shared identity or experience and provide a forum for employees to come together, share their experiences, and support each other in the workplace.

## 4. Formation process and procedures

Proposals for the creation of ERGs are reviewed on a [per application / quarterly / monthly basis]. A proposal should contain a business case, estimated budget need and a charter/policy per the provided template. Contact [Contact at HR] should you require any support or information on how to create a proposal for the formation of a new ERG.

Once a proposal is submitted for review the HR/DEI Director will be in touch within [two weeks/month/other period] with a decision.

After the formation of an ERG is approved, it will be included in the announcements for the whole company be made aware.

## 5. Guidelines

As part of the proposal for an ERG you should submit a policy/group charter containing all the details for the formation and running of the group.

At minimum the policy should contain:

* Mission statement
* 3/6/12 month plan of action
* Details of the leadership team and executive sponsor
* Identification potential members; and
* A rationale outlining why senior leadership should support the group.

On the whole ERGs are encouraged to:

* Act as a sounding board around strategic diversity objectives
* Be a collective voice around shared interest or concerns that help to promote a more inclusive and respectful workplace
* In collaboration with the recruitment team assist with recruitment efforts.
* Support the formation of an inclusive culture and environment across the company

ERGs are prohibited from:

* Forming as opposition to other groups
* Forming to promote political positions
* Forming as an alternative to collective bargaining or engage in activities which are usually covered by unions ((i.e., salary, work hours, benefits, or any other terms of employment)
* Collectively acting as an agent outside of the company and speak on the behalf of the company unless approved by the CEO/HR Director/Head of PR.

## 6. Structure and operation requirements

Each ERG should have at least one person responsible for organizing, managing and reporting on the activities of the group. Depending on the size and reach of the group, there may be a need for additional roles to support organization.

Leadership should rotate and it should be [voted for/rotated among the members].

## 7. Funding and fundraising

Each ERG will be assigned a specific budget annually by the company. The leadership of the group is responsible for the utilization of that budget and the reporting of how it was spent.

[The ERGs may be allowed to raise funds within the company. / The ERGs are not allowed to fundraise outside of the company.]

## 8. Reporting requirements

The ERG should report the following on a quarterly basis to the [HR/DEI Director]:

* Membership numbers
* Events
* Event attendance
* Budget utilization

## 9. Related policies

[Anti-Discrimination and Harassment Policy]

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