

**Brookville Center for Children's Services**

Policy Name: Employee Resource Groups Membership

Section #	Policy #	Approval Required: <input checked="" type="checkbox"/> CEO <input type="checkbox"/> Board of Directors
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Department(s): All Departments

**Purpose for Policy:**

The purpose of the policy is to establish standards for employees participating in Employee Resource Groups.

Applicability: All Employees

**Policy/Procedure:**

Person(s)

Responsibility

ERG Leadership

ERGs must submit an ERG Charter Application to be officially recognized by AHRC Nassau, Brookville Center for Children Services & Citizens Options Unlimited to the Office of Diversity, Equity and Inclusion. The application must be submitted to the DEI Officer via email or inter-office mail.

DEI Officer

Will gather and present the ERG Charter Application to the CEO and will notify ERG Leadership after the application has been approved by Executive team.

The DEI Officer will meet with ERG leadership for progress updates and/or guidance quarterly or bi-quarterly. Additional meetings are available with the DEI Officer upon request when needed.

All Staff/Employees

Members must be employed by AHRC Nassau, Brookville Center for Children Services & Citizens Options Unlimited. Membership is open to all AHRC Nassau, Brookville Center for Children Services & Citizens Options Unlimited employees.

Membership is voluntary.

Members must attend a majority of the ERG group's meetings; support organizational mission, vision, and values, the ERG group charter; and be an advocate for Diversity, Equity, and Inclusion.

ERG Leadership

Each recognized ERG must be open to any and all members of our organizations, including full-time and part-time employees, regardless of the attributes that make each person unique, and cannot exclude non-members from its activities.

ERG Leadership and Members

Organization-approved ERGs are responsible for supporting improvements in focus areas in their area of Diversity, Equity, and Inclusion, and must have the ability to impact all three areas through their actions and initiatives.

ERG Leadership will meet with the DEI Officer quarterly or bi-quarterly to deliver updates on progress.

ERG Leadership from all ERGs will present their progress during a yearly meeting with EMT.

  
CEO Approval

Date of Initial Adoption	6/5/25
Date of Last Review	
Date of Last Revision	
Date of Discontinuation	