



UAW-Ford

National Joint Diversity and Inclusion Program

Local Committee Handbook



“Diversity is the mix...Inclusion is making the mix work.”

-Andrés Tapia, President, Diversity Best Practices

Contents

Page

Introduction3

What is Diversity?4

UAW-Ford National Diversity and Inclusion Charter5

UAW-Ford Diversity and Inclusion Committees8

Policies for a Diverse and Inclusive Workplace12

Diversity and Inclusion Program Promotional Activities13

EEOC and Federal Laws16

Appendix A: Evolution of the UAW-Ford Diversity and Inclusion Program.....18

Appendix B: UAW-Company Local Charter Template20

Appendix C: Scheduling Committee Meetings on Ford Outlook24

Appendix D: Local Diversity & Inclusion Committee Meeting Summaries27

Introduction

The UAW and Ford have a rich history of commitment, jointly and independently, to provide equal opportunity and respect for all individuals within the workplace.

This history can be traced as far back as 1941 when the provisions of Article X, Section 9 Equal Application of Agreement were negotiated. Article X, Section 9 gives employees an avenue, specifically the grievance procedure, to process complaints of discrimination and harassment.

In 1970, UAW-Ford Equal Application Committees were implemented on the National and Local Levels to reaffirm this commitment.

Through a Letter of Understanding, Diversity in the Workplace, which came from the 1999 UAW-Ford Agreement, the parties formally acknowledged a mutual commitment to valuing diversity with the intent of encouraging respect for individual differences in the workplace. This letter established a National Joint Diversity Committee.

The Diversity and Inclusion Program evolved and expanded over the next few contract negotiations where both parties recognized its importance and commitment to the spirit of inclusivity. Ultimately, the name of the program was changed from Equality and Diversity to *Diversity and Inclusion* during the UAW and Ford 2015 negotiations. (*Refer to Appendix A for Evolution of the UAW-Ford Diversity and Inclusion Program for a more complete timeline*)

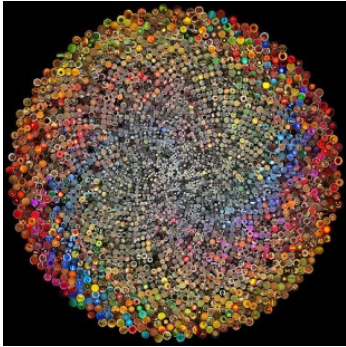
The UAW and Ford share a vision of diversity and inclusion in the workplace. Workplace diversity encompasses all of the many differences that define employees as unique and valued individuals, including but not limited to: culture, ethnicity, race, nationality, gender, gender identity/expression, age, abilities, disabilities, opinions, religion, beliefs, union affiliation, political affiliation, education, experience, military status, sexual orientation, marital status, and family status.

Valuing diversity and inclusion is an ongoing process. Through the commitment and leadership of Local *Joint Diversity and Inclusion Committees* at every location, UAW-Ford will continue to cultivate respectful and inclusive workplaces and foster positive working relationships among all employees.

This Handbook is designed to provide information, guidelines and resources for establishing and maintaining highly effective and active local joint diversity and inclusion committees that will work to increase employee awareness and promote strategies for a respectful and inclusive work environment at all UAW represented Ford locations.

What Is Diversity?

The Union and the Company define workplace diversity in the following manner:



- Diversity is the mosaic of people who bring a variety of backgrounds, styles, perspectives, values, and beliefs as assets to our organization.
- A mosaic is made up of a combination of individual pieces. These pieces, when put together, make up a whole, but retain their individual qualities.
- If an employee's input is discounted because he or she is different, the organization may be missing valuable opportunities to advance. A more diverse workforce increases creativity and innovation, and, ultimately, productivity and profits.

Diversity is a matter of respect for others with whom we spend a significant portion of our lives – our coworkers. The concept of diversity encompasses acceptance and respect. It means understanding that each individual is unique, and recognizing our individual differences. These differences can be along the dimensions of race, ethnicity, gender, gender expression, sexual orientation, socio-economic status, age, physical abilities, religious beliefs, political beliefs, or other ideologies. It is about understanding each other and moving beyond simple tolerance to embracing the rich dimensions of diversity in our workplace.

In working with people, it must be realized that how employees interact will affect the ability to be competitive and to deliver the best products and services. Valuing and respecting each individual creates an environment where everyone can do their best work.

UAW-Ford Charter

National Joint Diversity and Inclusion Committee

PREAMBLE

This is a living document that may only be changed by consensus of the UAW-Ford National Joint Diversity and Inclusion Committee.

MISSION

The UAW-Ford National Joint Diversity and Inclusion Committee are committed to:

- Creating and promoting a diverse, inclusive, and respectful workplace where everyone is appreciated for what they bring to the organization.
- Ensuring mutual respect by proactively contributing to the Union and Company objectives of diversity and inclusion.
- Continuously reviewing, discussing, and recommending ways and means to facilitate awareness of equal application, diversity, inclusion and sexual harassment issues.

PURPOSE

- To implement the provisions of the 2015 Collective Bargaining Agreement.
- To provide oversight of delivery and promotion of diversity and inclusion strategies implemented at all UAW-represented Ford locations.
- To encourage employees and bargaining representatives to use the contractual Grievance Procedure as the exclusive method for prompt resolution of all claims of denied equal application rights.
- To maintain liaison with appropriate federal and state civil and human rights agencies.
- To increase understanding and seek solutions to mutual problems.
- To promote and encourage use of the Grievance Procedure in order to avoid multiplicity of litigation in many forums simultaneously, which is time consuming, contradictory and, nonproductive in resolving employee problems.
- To relieve tensions in the areas of equal application, diversity, inclusion, and sexual harassment.
- To exchange information, expertise and advice with Local Joint Diversity and Inclusion Committees.

OVERALL STRUCTURE

- National Joint Diversity and Inclusion Committee
- National Joint Diversity and Inclusion Working Committee
- Local Joint Diversity and Inclusion Committees – located in all UAW represented Ford locations

National Joint Diversity and Inclusion Committee

Roles and Responsibilities

Advise, counsel, and set policy in the overall implementation of the UAW-Ford Joint Diversity and Inclusion Program.

DARRYL GOODWIN

UAW Administrative Assistant and
National Programs Center Executive Director

ALAN EVANS

Director, Global Labor Strategy
Ford Motor Company

STEVE GUILFOYLE

Ford Associate Director
UAW-Ford National Programs Center

National Joint Diversity and Inclusion Working Committee

Roles and Responsibilities

To provide training, expertise and guidance to all UAW-Ford Local Joint Diversity and Inclusion with a goal of increasing effective communication and cooperative efforts related to equal application, diversity, and inclusion. Keep abreast of national trends in Diversity and Inclusion and cascade to Local Committees as appropriate.

RUTH GOLDEN

UAW Assistant Director

ANGIE MUCKE

Ford Manager

ALFONZO CASH

UAW Coordinator

TRACY AUSEN

UAW International Representative

TIFFANY JOHNSON

UAW International Representative

BIANCA ROGERS

UAW Special Assignment

Resource Members

Roles and Responsibilities

Provide information on Civil and Human Rights as well as Global D&I efforts and other information as requested.

MIKE STONE

Director
UAW Civil and Human Rights Department

NICHOL POYNTZ

Manager
Office of Diversity & Inclusion

UAW-Ford National Programs Center Staff

Roles and Responsibilities

To provide clerical support and professional assistance to the National Joint Diversity and Inclusion Committee and the National Joint Diversity and Inclusion Working Committee.

JULIA O'NEAL

Program Services Representative

RACHEL DEAR

Secretary

PROCEDURES AND OPERATIONS OF NATIONAL WORKING COMMITTEE

- **Research, design, develop, and promote various diversity and inclusion training programs**
- **Develop pilot initiatives**
 - Conduct pilot sessions
 - Launch programs
- **Implement Train-the-Trainer (T3) initiatives**
- **Conduct weekly meetings**
- **Review Monthly Minutes Form submitted by Local Joint Diversity and Inclusion Committees**
 - Review open concerns
 - Consult, when requested, to make recommendations on open concerns. Member of Working Committee may contact location to acquire status on concerns
 - If necessary, National Working Committee may recommend appropriate targeted training
 - Consult, when requested, to make recommendations on initiatives and promotions
- **Review Plant Minutes Tracking Matrix to identify locations that have not submitted Monthly Minutes and take action:**
 - Member of National Working Committee representative will contact the appropriate local Diversity and Inclusion Co-Chairs regarding non-compliance of Monthly Minutes submission
- **Maintain a current list of Local Diversity and Inclusion Committee Members and separately, a list of employees certified to facilitate diversity classes**
- **National Working Committee will communicate on an as needed basis all changes in National Committee members to the Local D & I Committees**
- **Participate in both the UAW Civil Rights Conference and the UAW-Ford Diversity Conference and other related conferences as deemed appropriate**
- **This Charter will be reviewed no less than once per year**

UAW-Ford Local Joint Diversity and Inclusion Committees

The UAW and Ford are committed to providing a workplace where employees feel respected and appreciated. Local Joint Diversity and Inclusion Committee members are the catalyst to make that happen.

Local Committee Composition

At each plant or facility that the Collective Bargaining Agreement covers, a UAW-Ford Local Joint Diversity and Inclusion Committee will be established consisting of eight (8) members including five (5) representatives of the Local Union and three (3) representatives of the Company.

- The 5 representatives of the Local Union shall consist of the Local President (or designee), the Local Chairperson, and the remaining 3 should consist of Local Union members with diversity responsibilities or expertise.
- The 3 representatives of the Company shall be the Plant Manager (or designee), a Human Resource Representative, and another member designated by the Company Plant Manager.

Members of the UAW-Ford Local Joint Diversity and Inclusion Committees will receive pay for approved time spent planning for and attending scheduled meetings; developing and implementing work plans for Diversity and Inclusion related initiatives/events; and submitting progress reports and/or meeting minutes monthly to the UAW-Ford National Diversity and Inclusion Committee.

Local Joint Diversity and Inclusion Committees should meet monthly (quarterly for PS&L locations), or as frequently as is mutually deemed desirable or necessary.

Local Committee Roles and Responsibilities

- Recommend to the UAW-Ford National Joint Diversity and Inclusion Committee ways and means of promoting use of the Grievance Procedure as the exclusive contractual method for resolving claims of denial of equal application rights.
- Monitor progress of implementation of diversity and inclusion strategies and training, including new hire and experienced hire orientation, reporting activities to the UAW-Ford National Joint Diversity and Inclusion Committee, and requesting assistance as appropriate.
- Identify proactive training opportunities for the Local membership and leadership and recommend training (or activities/strategies) that will promote a respectful workplace.
- Offer suggestions to the UAW-Ford National Joint Diversity and Inclusion Committee and Local Management on ways to facilitate awareness and greater understanding of equal application and diversity issues.
- Suggest guidelines for Union and Company representatives active in the Grievance Procedure in the proper and prompt handling of grievances alleging such claims and consider whether other means of handling allegations of sexual harassment should be used.

- Recommend to the UAW-Ford National Joint Diversity and Inclusion Committee means for determining the cause of claims of denied equal application rights and discrimination problems and tensions in the plant.
- Comply with all procedures as established by the UAW-Ford National Joint Diversity and Inclusion Committee.
- Submit minutes of meetings and all other related data to the UAW-Ford National Joint Diversity and Inclusion Committee monthly.
- The UAW-ford Local Joint Diversity and Inclusion Committee will be strongly encouraged to attend both the UAW Civil Rights Conference, and the Annual UAW-Ford Diversity and Inclusion Conference. Additionally, the Local Diversity and Inclusion Members may request consideration for attendance at other Diversity training events not to exceed one (1) per calendar year. Approval and funding to be reviewed by the National Diversity and Inclusion Committee.

Recommended Skill Sets for Local Committee Members

- Communication Skills
 - Writing, Public Speaking, Listening, Responsive, Interpersonal
- Organizational Skills
 - Collaboration, Coordination of Projects, Time Management
- Management Skills
 - Motivation & Support, Mentoring, Giving Feedback, Decision Making, Conflict
 - Management, Planning
- Be a Champion for Diversity and Inclusion
 - Model Respectful Behaviors, Promote Inclusiveness, Diversity and Inclusion
 - Knowledge/Strategies
- Basic Computer Navigation Skills

Local Committee Charter Requirements

Establishing, updating and submitting a Charter is required by the National Committee. (*Refer to [Appendix B](#) for a copy of the UAW-Company Charter Template and the online link*) It is essential to have a Charter to help drive diversity and inclusion initiatives at your location. The Charter also is designed for your local committee to decide what you want to accomplish, when you will meet, your meeting agenda, and ways and means you can help make the workplace more respectful and inclusive.

Active, consistent participation by both hourly and salaried committee members is an important factor in promoting diversity, inclusion and respect within the workplace. When recruiting or assigning members, be sure that they meet the recommended skill-sets mentioned earlier in this document.

Charter submission deadlines can be confirmed with the National Committee. Contact Julia O'Neal at joneal4@ford.com for details.

Completing Local Committee Charters

1. Click on Charter Template link at <http://uawford.org/diversity/forms/> password: **DI2018**
2. Completely fill in the information for your location
3. Save and rename the Charter document showing your Local/Company location information

Submitting Local Committee Charters to the National Committee

1. Click on Charter Template link at <http://uawford.org/diversity/forms/> password: **DI2018**
2. Complete your location on the submission form
3. Attach your Charter document to the form
4. Click the Submit tab
5. Submitter will get a receipt of confirmation that the Charter was submitted

Local Committee Meetings

Meetings have become a very significant communication and planning platform in the workplace, especially in industries that rely heavily on teamwork. It is vital for the Local Committee meeting agenda and meeting time to be focused on relevant issues. The Diversity and Inclusion Local Committee meetings are to be held monthly. (Refer to Appendix C for Instructions for Scheduling Meetings on Ford Outlook)

Effective use of meeting time builds enthusiasm, commitment and interest in the agenda. Here are some best practices to help Local Committee meetings run smoothly and achieve your goals.

Preparing for a Meeting

1. Send previous month's minutes to Local Committee members prior to the meeting
2. Make sure you have an *action* agenda and circulate the agenda to the committee prior to the meeting
3. Be sure to give advance notice to participants on what documents or resources to bring
4. Attach a timeframe to each agenda item so you can manage the discussion and achieve results
5. Establish "ground rules" to ensure a respectful, inclusive meeting environment
6. Select a recorder to take minutes and summarize the meeting at the end to acknowledge what has been accomplished and deciding any action items and open issues
7. Select who will be responsible for submitting the meeting summaries to the National Diversity and Inclusion Committee
8. Refer to section *Submitting Meeting Summaries to National Committee* for instructions on uploading meeting summaries

Suggested Meeting Agenda

- ❖ Welcome/Sign-in
- ❖ Review minutes from last meeting
- ❖ Select Recorder of the minutes (can be rotated)
- ❖ Report on activities since last meeting
- ❖ Discuss tensions in the plant (Note: please exclude all names and personal identifying information)
- ❖ Recap and record assignments sent to National Committee
- ❖ Discuss Employee Resource Group participation
- ❖ Confirm D&I promotion focus for the month
- ❖ Discuss training activities/needs
- ❖ Confirm next meeting date/time/location
- ❖ Adjourn

Submitting Meeting Summaries to National Committee

(Refer to APPENDIX D: Local Diversity & Inclusion Committee Meeting Summary)

1. Record minutes during your meeting
2. Enter the meeting summary on this link: <http://uawford.org/diversity/forms/> password: **DI2018**
3. Click submit tab
4. Submitter will get a receipt of confirmation that the summary was submitted

Policies to Build and Sustain a Respectful, Harassment-Free Workplace

Ford and UAW represented employees have rights *and* responsibilities in a protected work environment. Each person has the responsibility to treat others with respect and the right to be treated with respect.

These policies are in place to inform employees about behavioral skills that meet the legal/policy requirements of Ford Motor Company and UAW and contribute to a respectful, productive work environment. The policies are written to help employees understand the serious nature and consequences of discriminatory and harassing behavior and the *rules of conduct* to prevent harassment.



Ford Motor Company has a policy of zero tolerance for sexual harassment, racial or national origin, harassment based on sex, race, color, religion, age, national origin, disability, sexual orientation, gender identity or expression, and veteran status. There is a policy of zero tolerance for retaliation against anyone for making a good-faith complaint of such harassment, or for cooperating in Company investigations of such complaints.

The policy protects: all Ford employees (regular, part-time, or supplemental), all independent contractors, temporary employees, agency employees, and all visitors to the Ford workplace, such as vendors and customers.

UAW “No Discrimination” Policy

The fundamental policy of the UAW as it relates to the question of discrimination is set forth in Article 2, Section 2, of the International Union, UAW Constitution:

Article 2, Section 2: To unite in one organization, regardless of religion, race, creed, color, sex, political affiliation or nationality, age, disability, marital status, sexual orientation all employees under the jurisdiction of this International Union.

No official of the UAW, nor any local union, has the authority to approve any acts that are contrary to this Constitutional Policy.

UAW-Ford Equal Application Agreement

Purple book, Section 9, page 35A - 2015

Sexual Harassment – Volume IV-A- Letters of Understanding, pages 453-455 - 2011

Diversity and Inclusion Promotional Activities

Here are suggested activities for Local Committees to promote Diversity and Inclusion employee awareness.

Diversity Fair/Booth

Check to see if another UAW-Ford Joint program (Education, ESSP, etc.) at your location is hosting a fair for employees. Ask to partner with them or have a booth at their fair.

Following are **suggested** tasks in preparation of participation:

- Develop and post flyers about the joint fair at your location
- Send an email to employees about the fair
- Request that the Communication Coach promote the fair on plant monitors (FCN)
- Design promotional posters/flyers and place in location where members congregate
 - Entrances
 - Eating areas, etc.
 - Make flyers colorful or print on colored paper
 - If applicable, use photos of previous fairs
 - Include the following information on flyer/poster:
 - Date
 - Location
 - Benefit of attending
 - Names of vendor, if appropriate
 - Names of the local Diversity and Inclusion committee

If vendors are invited:

One week prior to Fair

- Send an email one week prior to scheduled fair
- Send a confirmation form to confirm logistics and setup
- Ask vendor to provide giveaways, i.e. pen, notepad, etc.
- Ask vendor make displays colorful and inviting
- Request digital media take photos
- Promotion of event
 - Place on tables

Two days prior to Fair

Courtesy call to confirm details

Day of Fair

- Make a small flyer/poster *TODAY IS THE DAY*
- Add balloons to each flyer/poster in each area of plant
- Prepare sign-in sheet for future diversity texts
- Have a greeter at the entrance of the Fair to welcome participants
- Light, healthy refreshments, if possible
- Provide a feedback sheet

UAW-Ford Community Activities

Volunteer to participate in local UAW-Ford community activities such as: Toys for Tots, community charities, organizations that benefit children, domestic violence shelters, Habitat for Humanity, LGBT Pride events, teenager safe houses, homeless shelters, food banks, and many others. This will help to brand the Diversity and Inclusion Committee as being about positive activities rather than always associated with harassment, retaliation, and/or discrimination.

Employee Feedback

Ask employees to complete an evaluation at your events. This feedback not only lets you know if employees are interested in your activities, but gives the Local Committee ideas for future activities. Also, have informal talks with employees to find out their suggestions for activities or issues for the Local Committee to address.

Employee Resource Groups

Consider joining a Ford Employee Resource Groups (ERG). Employee Resource Groups have emerged in the workplace as a standard component of diversity initiatives. ERGs can be a forum where members of an organization share common interests, issues, or concerns and meet to address those issues. They can have far reaching effects in helping leadership understand the needs and wants of its employees. ERGs can be avenues for innovative ideas. ERGs can be centered on ethnicity, veterans, disabilities, generational, women, etc. These groups are designed to build support, awareness and understanding.

Information on the various Ford Employee Resource Groups can be found at www.atford.com.

Local Committee Training

Attend the annual UAW-Ford National Diversity and Inclusion Committee conference for Local Committees. A Call Letter is sent to the Union and Company Leadership to notify them of dates, agenda, and logistics.

Employees are also encouraged to attend the annual UAW Civil Rights Conference.

Local Membership Training

Local Committee should have a presence in the workplace. Make presentations about the Committee at Local Union Meetings, Lunch 'n Learns, and NEO Diversity in the Workplace training. Contact the National Diversity and Inclusion Committee for additional information.

Diversity Recognition Activities

Sponsor a Diversity and Inclusion Poster Contest.

Create a video about diversity and inclusion in your plant and post this video on FCN monitors, local/plant, Facebook pages and websites. Show video during New Employee Orientation.

Best Practices Sharing

Send information to the National Diversity and Inclusion Committee to share with other local Diversity and Inclusion Committees.

EEOC and Federal Laws



<https://www.eeoc.gov>

The U.S. Equal Employment Opportunity Commission (EEOC) is responsible for enforcing federal laws that make it illegal to discriminate against a job applicant or an employee because of the person’s race, color, religion, sex (including pregnancy, gender identity, and sexual orientation), national origin, age (40 or older), disability or genetic information. It is also illegal to discriminate against a person because the person complained about discrimination, filed a charge of discrimination, or participated in an employment discrimination investigation or lawsuit.

Congress created the EEOC to give life to Title VII of the Civil Rights Act of 1964. Title VII prohibits employment discrimination based on race, color, religion, sex, and national origin. The EEOC opened on July 2, 1965, one year after President Johnson signed this transformative act into law. EEOC also has responsibility for enforcing the Age Discrimination in Employment Act, the Equal Pay Act, the Americans with Disabilities Act, and the Genetic Nondiscrimination Information Act. The agency protects equal employment opportunity for all.

Most employers with at least 15 employees are covered by EEOC laws (20 employees in age discrimination cases). **Most labor unions and employment agencies are also covered.** The laws apply to all types of work situations, including hiring, firing, promotions, harassment, training, wages, and benefits.

The publications listed below are available on the EEOC web site and may be read online. Each publication is also available in an easy-to-print format.

Fact Sheet: Age Discrimination	Read Online	Print
Facts About Compensation Discrimination	Read Online	Print
Fact Sheet: Disability Discrimination	Read Online	Print
Fact Sheet: Genetic Information Nondiscrimination Act	Read Online	Print

UAW-FORD DIVERSITY & INCLUSION COMMITTEE HANDBOOK

Fact Sheet: National Origin Discrimination	Read Online	Print
Fact Sheet: Pregnancy Discrimination	Read Online	Print
Fact Sheet: Race/Color Discrimination	Read Online	Print
Fact Sheet: Religious Discrimination	Read Online	Print
Get the Facts Series: Mediation	Read Online	Print
Fact Sheet: Preventing Discrimination is Good Business	https://www1.eeoc.gov/eeoc/publications/upload/small_business_english.pdf	Print

APPENDIX A: Evolution of the UAW-Ford Diversity and Inclusion Program

Equal Application of the Agreement and Diversity Committee

The provisions of [Article X, Section 9 – Equal Application of Agreement](#) can be traced back to the first UAW-Ford Collective Bargaining Agreement negotiated in 1941. It gives employees an avenue, specifically the grievance procedure, to process complaints of discrimination.

This contractual language has been the cornerstone of Union/Management commitment against discrimination in the workplace. Additional contractual language, policies, and directives related to discrimination and harassment have evolved over the years.

For instance, in 1973 the parties agreed to establish a National Equal Application Committee and Local Equal Application Committees. The purpose of the Equal Application Committees was to jointly recognize, in an advisory and consultative capacity, the legal and moral responsibility to assure that employees have equal employment opportunities and freedom from discrimination as set forth in Article X, Section 9 of the Collective Bargaining Agreement.

National Joint Equality and Diversity Committee

Through a Letter of Understanding, Diversity in the Workplace, which came from the 1999 UAW-Ford Agreement, the parties formally acknowledged a mutual commitment to valuing diversity with the intent of encouraging respect for individual differences in the workplace.

This letter established a National Joint Diversity Committee. This Committee assumed the responsibility of developing diversity training aimed at increasing employee awareness and promoting constructive dialogue regarding diversity. It was also accountable for overseeing delivery of the training, as well as implementing other initiative deemed necessary to address diversity issues.

In 2003, National negotiators replaced the letter of Understanding, Equal Application Committees – National and Local, with a new Letter: UAW-Ford Joint Equality and Diversity Committee – National and Local

The Letter agreed to merge the Equal Application Committees and the Diversity Committee so that the newly formed Equality and Diversity Committees could have expanded roles that allow greater latitude to develop and promote plant specific equality and diversity strategies.

In 2007, the national negotiators agreed to have four (4) members be part of the Diversity and Inclusion Committee; two will be identified by UAW-Ford and two will be identified by the Company.

The National negotiators of 2011 added that the local Diversity and Inclusion Committees will monitor new employee training including new hire and experienced hire orientation.

The National negotiators of 2015 made the following changes:

Name Change

The name of the Equality and Diversity Program/Committees was changed to UAW-Ford Diversity and Inclusion (D&I).

Local D&I Committees expansion of members and duties

Local (D&I) Committee has expanded from 3 UAW and 3 Company to 5 UAW and 3 Company. At their discretion, the Company can increase their number of salaried diversity committee members to match those of the UAW, but it is not required.

Members of the UAW-Ford Joint D&I Committee will receive pay for approved time spent planning for and attending scheduled meetings, developing and implementing work plans for diversity related initiatives/events, submitting progress reports and/or meeting minutes monthly to the UAW-Ford National Diversity and Inclusion Committee.

Local D&I Committees meet Monthly

Local D&I Committees should meet on a monthly basis (quarterly for PS&L locations), or as frequently as is mutually deemed desirable or necessary.

Gender Identity/Gender Expression Language Expansion

Language concerning the equal application of the parties was broadened to include Gender Identity/Gender Expression in protections prohibiting discrimination.

Employee Resource Groups/ERGs

The National D&I are looking at ways to increase awareness and participation of Employee Resource Groups currently active in several locations.

APPENDIX B: UAW-Company Charter Template

<http://uawford.org/diversity/forms/> password DI2017

UAW-Company Charter: [Insert Committee Name]

PREAMBLE:

This is a living document that may only be changed by consensus of the **[Insert committee name]**, with guidance and direction from the **[Insert higher or lower level committees providing input]**.

MISSION:

The **[Insert committee name]** is committed to achieving **[Insert overarching goals and aspirations]** by:

- **[Insert key objectives]**
-
-

Which will help to sustain and grow the business, while enabling the personal growth, development and adaptability of employees.

PURPOSE:

- 1) To implement the provisions of the **[Insert contract language or other enabling mandates]**
- 2) To develop and recommend programs and provide feedback to the **[Insert committee or groups providing oversight – such as a national committee]**
- 3) To participate on and support the operation of **[Insert committees or groups depending on this committee – such as local committees]**
- 4) To ensure personal growth and development of all **[Insert Company Name]** employees in the understanding and use of **[Insert focus – such as “quality”]** principles and practices

ACTIVE MEMBERS:

Individuals holding the following positions are *active members* of the **[Insert committee name]**:

*Other appropriate individuals may be designated as **[Insert committee name]** members.*

RESOURCE MEMBERS:

UAW-Ford National Joint Diversity and Inclusion Committee.

OVERALL STRUCTURE:

[Insert full listing of the different levels of committees – local, divisional, national]

ROLES AND RESPONSIBILITIES:

[Insert specific roles and responsibilities of individual members and the committee as a whole]

PROCEDURES AND OPERATIONS:

- 1) Conduct quarterly meetings (or more frequent as appropriate), owned and run **[Insert roles/name]**
- 2) Decisions will be made by consensus (Can everyone live with the decision even if it's not their first Choice?)
 - a. Meetings will begin and end on time
 - b. Rescheduling of meetings and additional meetings will be handled by consensus
 - c. Each meeting will follow the pre-established agenda
 - d. Radios must be off, cell phones and pagers must be on vibrate mode
 - e. Expectations for the next meeting will be communicated at the end of each meeting
 - f. Discussion that is considered confidential will not leave the room unless specifically agreed upon by the members
- 3) An Issue Tracking Matrix will be maintained, providing the status of open issues
 - a. Standard criteria for prioritizing and adding issues to the matrix are as follows:
 - Is it related to **[Insert overall joint initiative]**?
 - Is it a policy making issue?
 - Is someone else/another group already addressing the issue? If so, is the issue being addressed properly?
 - Can this issue be resolved immediately in this meeting (still added to the matrix as a resolved issue)?
 - b. When an issue is added to the matrix it must be clearly defined, have an initial report date established, and have a responsible party identified
 - c. An accomplishment list will be constructed on a rolling basis as activities are completed on the Master Initiatives Matrix
- 4) Ensure capability to provide tools and coaching support
 - a. Develop and implement personal skill development plans for relevant national staff
- 5) Systematically track performance of joint quality metrics and review progress toward "Best-in-Class" standards through the Local Committees
- 6) Issues will be discussed using Current State, Desired State, and Gap Analysis methodology and an Action plan will be developed for each open issue
- 7) All announcements, decisions, and policies will be disseminated using policy deployment methodology
- 8) Ensure effective leadership and staff transitions
 - a. Review this Charter and other relevant documents to minimize instability during leadership and staff transitions
- 9) This Charter will be reviewed no less than once per year

Agreement Date:

Agreement By:

UAW:

COMPANY:

Email:

Email:

Email:

Email:

Email:

Email:

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APPENDIX C: Scheduling Committee Meetings on Ford Outlook

(Contact _____ @ _____ ford.com to get a Ford CDS ID email account)

(HR Manager/UAW Chairperson)

If you have access to the Ford Outlook Address System, the responses to your meeting requests will appear in your **Inbox**.

Follow the steps outlined below:

1. Go to **Calendar**

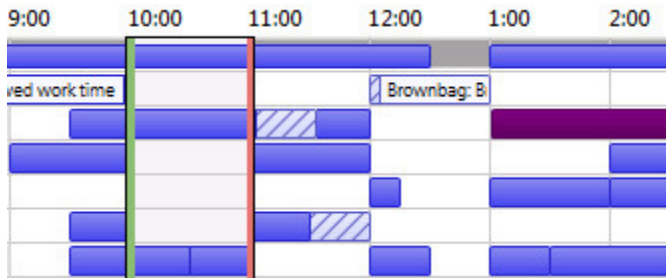


2. Select **New Meeting**

(Keyboard shortcut to create a new meeting request; press CTRL+SHIFT+Q).

3. Select **To**: The names in the Global Address List are listed by last name
4. Complete **Subject** which is the topic of discussion
5. Complete **Location**: This will be the meeting location. Some meeting rooms can be scheduled in Outlook. (Check with your individual locations for names of meeting rooms in the Global Address List and meeting scheduling process)
6. In the **Start time** and **End time** lists, click the start and end time for the meeting. If you select the **All Day event** check box, the event shows as a full 24-hour event, lasting from midnight to midnight
7. **Note**: If you want to schedule meetings based on an alternate time zone, on the **Meeting** tab, in the **Options** group, click **Time Zones**
In the meeting request body, type any information that you want to share with the recipients. You can also attach files
8. On the **Meeting** tab, in the **Show** group, click **Scheduling Assistant**

The **Scheduling Assistant** helps you find the best time for your meeting. It shows if some of the attendees you want to invite have other meetings scheduled

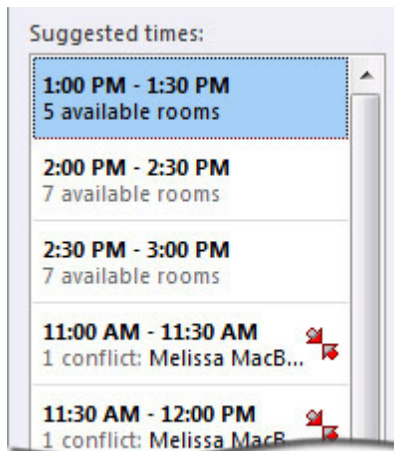


The free/busy grid shows the availability of attendees. A green vertical line represents the start of the meeting. A red vertical line represents the end of the meeting.

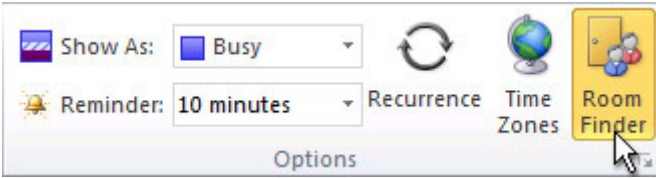
9. Click **Add Attendees**. The names in the Global Address List are listed by last name
10. In the **Select Attendees and Resources** dialog box, there will be three categories you can add attendees. Click the name from the results list, then click whether the person is **Required** or **Optional**

Required are those persons necessary for the meeting that have a role. **Optional** are person(s) That are invited and may participate, but not absolutely necessary for the productiveness of the meeting. Often **Optional** are Union and/or Ford Leadership and other resource persons that are important, but not necessary to take care of the business purpose of the meeting. Click **OK**. The **Resources** are where the meeting rooms can be selected. After selecting the meeting rooms, Click **OK**.

11. The **Room Finder** pane in the Options Group contains suggested times for the best time for your meeting (when most attendees are available). To select a meeting time, click a time suggestion in the **Room Finder** pane in the **Suggested times** section, or pick a time on the free/busy grid



NOTES: If the **Room Finder** pane doesn't appear, on the **Meeting** tab, in the **Options** group, click **Room Finder**.



12. To set up a recurring meeting, on the **Meeting** tab, in the **Options** group, click **Recurrence**. Choose the options for the recurrence pattern you want, and then click **OK**

When you add a recurrence pattern to a meeting request, the **Meeting** tab changes to **Recurring Meeting**.

13. To change the advance time of the meeting reminder, on the **Meeting** tab, in the **Options** Group, click **Reminder**, and then click the time you want. Click **None** to turn off the reminder

The organizer can also set the reminder time for recipients by changing the reminder time on the meeting invitation. If the organizer does not change the default reminder time on the invitation, the recipients will each use their own default reminders.

14. To go back to the **Meeting** tab, click **Appointment** in the **Show Group**

Required and **Optional** attendees will appear in the **To** box on the **Meeting** tab and **Resources** will Appear in the **Location** box.

APPENDIX D: Local Diversity & Inclusion Committee Meeting Summary

• Please enter your meeting information below:

• Plant/Facility: *

• Meeting Date: *

 Date 

• **Submitted by**

• First Name *

• Last Name *

• E-mail *

• Phone *

• **Meeting Attendees**

• List each meeting attendee *

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◀	▶

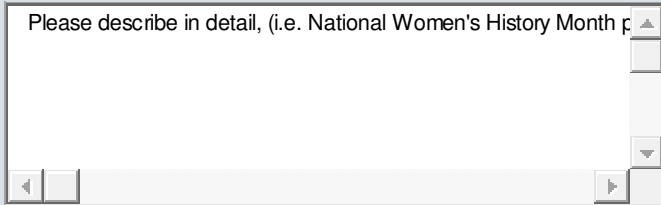
• **Meeting Agenda**

- Upload Meeting Agenda *

- **Meeting Summary**

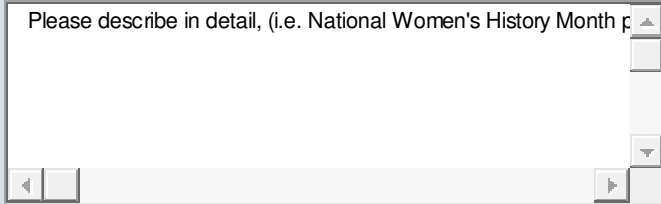
- Current Local Diversity & Inclusion events, initiatives, program promotions, etc. planned for this month

Please describe in detail, (i.e. National Women's History Month p



- Future Local Diversity & Inclusion events, initiatives, program promotions, etc. scheduled

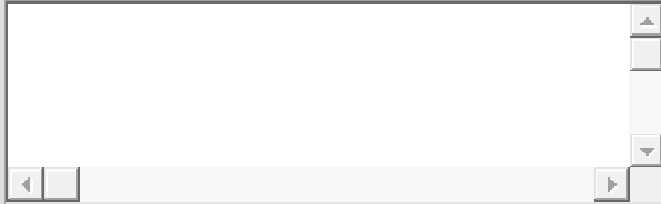
Please describe in detail, (i.e. National Women's History Month p



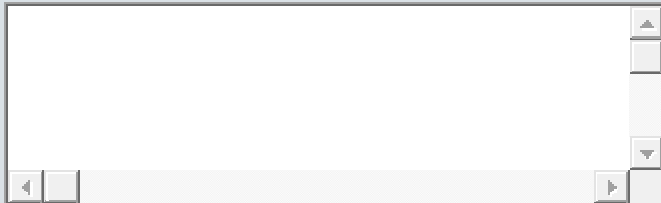
- Local Issues/Concerns (i.e., Identify issues, set priorities, develop short and long-range actions)



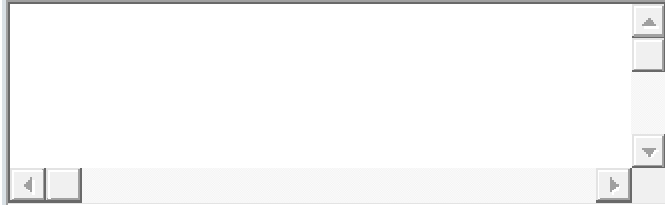
- Action taken/to be taken, (designate responsibility, establish time frame and follow-up, if necessary)



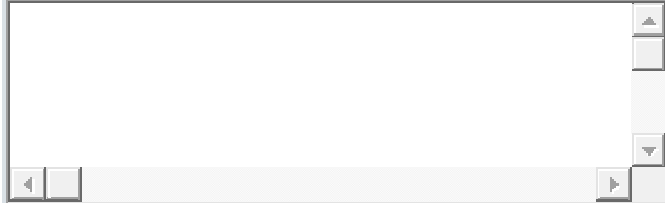
- Items addressed/closed



- Comments



-
- Suggestions to National Committee



-
- NOTE: Meeting minutes are due by the 15th of the month for the previous month's meeting. (*Example- January's meeting summary is due by February 15th*)

PS&L can continue to meet quarterly and meeting summary is due by the 15th of the month following the end of the quarter: *January 15th, April 15th, July 15th, and October 15th*

-
- Submit

NOTES