

EQUITY FEEDBACK FORM DIRECTIONS

Janus Diversity Vision Statement:

“Janus Youth Programs is invested in advancing equitable services for all children, youth and families and for all staff. We recognize both advocacy and education about equity is important for the success of marginalized communities. Collaboration with the communities we work with informs our lens.”

Your feedback provides Janus with input to ensure existing **trainings, procedures, policies, and practices** are equitable and inclusive. Janus Youth Programs can also use your feedback to see patterns across the organization that may not be in alignment with our diversity and inclusion policy and to make changes to address these patterns.

A staff member can file an Equity Feedback Form when you experience or observe a **training, procedure, policy, or practice** that you feel is not in alignment with Janus Youth Programs' Diversity vision. The committee values this input from across Janus as it helps to highlight patterns and policies that are in place but that may not support our vision for an inclusive and equitable organization and that are not culturally competent. It also helps us to inform and improve future trainings, procedures, policies and practices. The Committee will be able to use input like this to make recommendations to the Executive Director on any changes that need to be addressed.

Once you submit this form, via the options below, it will be looked over by a Review Committee. The Review Committee is made up of the HR Director, and two rotating members of the Diversity Committee. The only task of the Review Committee is to pull out any information, names, reports that are an HR issue rather than a **training, procedure, policy, or practice** issue. Feedback that does report a **training, procedure, policy, or practice** issue will be reviewed by whole Diversity Committee at next monthly meeting.

***This form does not replace Janus HR processes that are already in place (grievance, whistleblower, etc). If you have concerns that are not about trainings, policies, procedures or practices please, please bring those to your Supervisor or to HR.*

Once completed, you can pass this feedback on to the Diversity Committee by:

Giving it to your Program Supervisor

Giving it to your program Diversity Committee Representative

Dropping it off at Admin with Rebecca Schwarz or emailing it to rschwarz@janusyouth.org
(Rebecca is Janus's training coordinator and supports the Diversity Committee by taking notes and creating the agenda)

Directly to HR Director

Dropping it in an envelope and mailing it to Diversity Committee, 707 NE Couch, Portland, OR 97232. OR Dropping it in pre-addressed/pre-stamped envelopes that are at each site.