Equity Policy Inventory:

One way an organization implements its mission is to use policies and procedures to provide guidance for how different activities should be operationalized. The purpose of the Equity Policy Inventory is to review your organization’s policies and make recommendations for updating them to better reflect a commitment to equity. Policies can include but are not limited to the following content categories:

1. **Mission/Vision/Values** - This includes policies related to the organizational strategic mission.
2. **Benefits** - This includes policies related to staff, earned time, family & medical leave, holidays, leaves of absence & insurance.
3. **Compliance & Quality** - This includes corporate compliance, identity theft prevention, patient satisfaction surveys, open lines of communication and assurances of non-retaliation.
4. **Employment** - This includes policies related to, conflict of interest, employment status, termination, inclement weather, orientation of new staff, harassment and hiring process.
5. **Institutional Policies** - These are policies related to access to care, discussion of ethical issues.
6. **Organizational Leadership** - This includes by-laws, conflict of interest for Board of Directors, Code of Ethical Behavior, & Handling the Media.
7. **Patient Policies** - This could include policies related to access to care, advance care directives, assessment of learning needs
8. **Performance** - These policies relate to employees including absenteeism, performance evaluation, orientation, & confidentiality.
9. **Safety** - Policies related to fire safety, evaluation plan, failure of phone system, and incident reports.
10. **Training and Competencies** - This could include policies related to credentialing, licensure for professional staff, annual staff training competency plan, or crisis intervention for non-medical staff.

The content categories listed above are a suggestion of where to start. Organizational policies will differ depending on your type of business. Your institution may add or delete policies as you deem appropriate. Refer to page 8 & 9 of the Culturally Effective Healthcare Organizations: A Framework for Success to view the National Standards for Creating Culturally Effective Organizations crosswalk which may be helpful in your policy review. [https://iasp.brandeis.edu/pdfs/2015/CE.pdf](https://iasp.brandeis.edu/pdfs/2015/CE.pdf)

Steps in Policy Review: List the policy in the first column and answer the following questions:

Equity Policy Inventory: MCHC & SNHAHEC
- What is the extent to which implementation of equity in all policies is happening?
- How does the policy advance health equity?
- Which element in the Framework for a Culturally Effective Organization is being addressed in the policy? The elements include Leadership, Policies & Procedures, Data Collection & Analysis, Community Engagement, Language and Communication Access, Staff Cultural Competence, & Workforce Diversity and Inclusion.

**Equity Policy Inventory Template:**

<table>
<thead>
<tr>
<th>Policy and Reference (Where to find it in Manual)</th>
<th>Extent to which Implementation is happening</th>
<th>How the Policy Advances Health Equity and Recommendations for Action</th>
<th>Framework Category</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample: Bylaws/Board of Directors</td>
<td>Recruit and promote diverse governance, leadership and workforce.</td>
<td>By-laws set the tone for organizational leadership. After reviewing the policy, organization created new mission statement and has ongoing efforts to improve organizational diversity and incorporating cultural knowledge into policy making.</td>
<td>Leadership</td>
</tr>
<tr>
<td>Sample: Code of Ethical Behavior</td>
<td>Continuously seek to understand patient/customer strengths, weaknesses and resource relative to their plan of care, ensuring that treatment and delivery of care are provided in equitable, understandable and respectful ways.</td>
<td>Organization is dedicated to improving the health and well-being of our community by providing compassionate, caring, accessible and culturally effective health care.</td>
<td>Staff Cultural Competence</td>
</tr>
</tbody>
</table>

Add your own policies here:

Note: Adapted from Brandeis