# INITIATIVE OVERVIEW

## GUIDE TO ORGANIZATIONAL POLICY DEVELOPMENT:
## A PEOPLE-CENTERED APPROACH TO HUMAN CAPITAL POLICIES

## ABOUT THIS INITIATIVE

The policies and practices your school or organization has in place can significantly impact the employee experience, particularly with regard to equity and inclusion. Thoughtful, well-crafted policies help to ensure that people in your organization are treated fairly and respectfully in a variety of situations, and the absence of these policies can lead to unintentional inequities and employee dissatisfaction. The resources in this toolkit will help you to learn more about how to begin the process of codifying the information your employees need to know—and how it can protect you as their employer.

## WHAT ARE THE RESOURCES?

- **Guide to Organizational Policy Development**
- **Foundational Policies List**
- **Policy Review Rubric**
- **Sample HR Policy 1**
- **Sample HR Policy 2**

## WHO ARE THESE RESOURCES FOR?

Creating or revising an employee handbook or policy manual can seem like a daunting task. We are here to help! The resources in this toolkit may be for you if you are a school/organization that:
- Needs an employee handbook or policy manual but does not know where to start
- Has some policies in place, but knows there are holes and/or pain points
- Has established policies but needs a better process for reviewing and revising them ongoing
- Wants to gather the perspectives of your employees to help improve your policies
- Wants your policies to reflect your commitment to Diversity, Equity, Inclusion, and Antiracism (DEIA)

## A QUICK GUIDE TO NAVIGATING EDFUEL'S HR POLICY TOOLKIT

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| Writing a policy manual for the first time? Want to conduct an audit of your current handbook? | • Start at **Page 2** in our **Guide to Organizational Policy Development**<br>• Check out our **Foundational Policies and Processes List** |
| Need to revise some existing policies? Want to look at them through a DEI and Antiracist lens? Need to create a new policy to respond to a specific need? | • Jump to **Page 3** of our **Guide to Organizational Policy Development**<br>• Our **Policy Review Matrix** has more detailed information<br>• We also have sample policies **here** and **here** |
| Want to be sure you've taken all of the right actions before you roll out your handbook or policy manual to employees? | • **Page 4 and 5** of the **Guide to Organizational Policy Development** include final checklists and important notes on things to keep in mind throughout the process, as well as additional resources to check out. |

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