



A Native Hawaiian Owned
(NHO) Company

Diversity, Equity, Inclusion and Accessibility (DEIA) Strategic Plan

2022 - 2026

DIGITALSPEC

An SBA 8(a) NHO





“We will all profit from a more diverse, inclusive society, understanding, accommodating, even celebrating our differences, while pulling together for the common good.”

–Ruth Bader Ginsburg

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INTRODUCTION

DIGITALSPEC'S 2022-2026 DIVERSITY, EQUITY, INCLUSION, AND ACCESSIBILITY STRATEGIC PLAN (THE PLAN) RESPONDS TO THE WHITE HOUSE'S JUNE 25, 2021 EXECUTIVE ORDER 14035 ON ENHANCING DEIA IN THE FEDERAL WORKFORCE.

Overview

DIGITALSPEC is a government IT & business consulting vendor with 15+ years of experience and 100% federally cleared staff across 9+ locations in the US. We remain committed to fostering, cultivating and preserving a culture of diversity, equity, inclusion, & accessibility at the workplace, as we view it as a key factor in attracting and retaining the best talent in the federal workspace.

Our human capital is the most valuable asset we have. The collective sum of the individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities and talent that our employees invest in their work represents a significant part of not only our culture, but our reputation and company's achievement as well.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees unique.

DIGITALSPEC's diversity initiatives are applicable—but not limited—to our practices and policies on recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; layoffs; terminations; and the ongoing development of a work environment built on the premise of gender and diversity equity that encourages and enforces:

- Respectful communication and cooperation between all employees.
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives.
- Work/life balance through flexible work schedules to accommodate employees' varying needs.
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity.

All employees of DIGITALSPEC have a responsibility to treat others with dignity and respect at all times. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other company-sponsored and participative events. All employees are also required to attend and complete annual diversity awareness training to enhance their knowledge to fulfill this responsibility.

Any employee found to have exhibited any inappropriate conduct or behavior against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination that conflicts with the company's diversity policy and initiatives should seek assistance from a supervisor or an HR representative.



The Policies



DIVERSITY

DEIA PROGRAM STRUCTURE & MANAGEMENT

DIVERSITY

PRIORITIES/GOALS:

Identify, analyze, and execute strategies to identify workplace barriers and/or biases hindering diversity.

Strategy: Acquire, analyze, and act on workplace diversity data on a quarterly basis to ensure the workplace is fairly represented by ethnic backgrounds.

Actions:

- Keep track of and analyze the workplace diversity regularly and hold meetings with HR/hiring team to stay on top of workplace diversity and equitability.
- Regularly update our ethnic and demographic categories to facilitate employees when they identify as a specific ethnic background (e.g. Latinx).
- Release the data to the DIGITALSPEC workplace to ensure impartiality and open communication.

PRIORITIES/GOALS:

Create SOPs for HR for hiring and/or recruitment procedures

Strategy 1: Establish guidelines for HR to identify any implicit biases and/or hire impartially.

Actions:

- Create and announce DEIA hiring requirements publicly.
- Recognize HR efforts for its adherence to DEIA policies.
- Explore hiring a dedicated DEIA officer to optimize and enforce company-wide DEIA policies.
- Introduce DEIA training as a mandatory part of onboarding for new recruits.
- Send executives and employees to training seminars highlighting the importance of DEIA policies.





EQUITY

**PAY AND COMPENSATION,
RECRUIT, HIRE, PROMOTE, AND
RETAIN**

EQUITY

PRIORITIES/GOALS:

Ensure workforce impartiality regardless of gender, race, religion, national origin, age, etc.

Strategy 1: Improve transparency and equity in the hiring, retention, and promotion process.

Actions:

- Complete a comprehensive review of the HR hiring procedures to ensure employees are hired, recruited, and evaluated in a fair, inclusive, and effective manner.
- Strictly prohibit favoritism, nepotism, bribery, racism, and other hiring practices deemed harmful to the company culture and that go against the DEIA policies.
- Create a clear career path and incentive program applicable to all employees at the same level and holding executives accountable for not adhering to the programs.
- Introduce annual feedback and evaluation system for all employees (including executives) and hold parties accused of biased behavior accountable.

Strategy 2: Create a standardized pay structure and promotion system to ensure fair progression up the company ranks for all employees.

Actions:

- Create and make public the pay structure for all positions at the company regardless of any employee's ethnic background.
- Conduct unannounced audits to look for sign of gender/racial pay gaps and penalize the parties involved if found guilty.
- Ensure that any incentives for a certain position are available to all employees working in that position.
- Clearly indicate the benchmarks that merit a promotion and ensure that executives adhere to the guidelines set out.





INCLUSION

PROFESSIONAL DEVELOPMENT & INCLUSIVE CULTURE

INCLUSION

PRIORITIES/GOALS:

Enforce and encourage a culture of inclusion in the workplace.

Strategy 1: Obtain and evaluate workplace feedback on issues regarding inclusion, harassment, bullying, hazing, intimidation, etc.

Actions:

- Conduct an annual company wide survey to assess the company climate.
- Ensure that the poll is anonymous to encourage employees to share their thoughts freely.

Strategy 2: Implement training programs for managers and team leaders to promote inclusion.

Actions:

- Identify and send employees, especially team leaders, on seminars highlighting the importance of inclusion.
- Reward managers that promote inclusivity during their projects.

Strategy 3: Create a fun workplace environment that fosters inclusion.

Actions:

- Organize team/department trips, dinners, or similar activities for employees mingle and get to know each other.
- Create a company mantra to serve as a common goal for the entire workforce to get behind: An all-for-one and one-for-all mentality.
- Introduce mentoring programs for new hires and recruits, allowing them to better understand the company culture and the needs of their manager.





ACCESSIBILITY

ACCESSIBILITY

**REASONABLE ACCOMMODATIONS
(DISABILITY & RELIGION), PHYSICAL
ACCESSIBILITY, CULTURE OF ACCESSIBILITY,
AND SAFE WORKPLACES AND SEXUAL
HARASSMENT**

ACCESSIBILITY

PRIORITIES/GOALS:

Promote easy and quick access to HR to ensure accountability for workplace harassment, bias, bullying, etc.

Strategy 1: Brief all employees on reporting procedures for workplace harassment.

Actions:

- Make workplace harassment reporting a mandatory part of employee onboarding and send regular updates on harassment policies, outreach, and penalties for aggressors.
- Make managers and team leaders responsible for reporting workplace harassment to HR for immediate action.
- Make senior employees aware of penalties for unfairly treating and/or intimidating employees to prevent them from filing complaints.
- Update employees on pending workplace harassment and other issues to promote awareness and address issues as a whole.
- Shorten timelines for investigations into workplace harassment while ensuring that all parties have a chance to plead the case without fear of retaliation or bias.

PRIORITIES/GOALS:

Ensure reasonable workplace accommodation for physical, emotional, psychological disability.

Strategy 3: Ensure all employees are aware of and have access to resources for their mental, physical, and/or emotional well-being.

Actions:

- Take reasonable steps to install disability friendly systems, such as a ramp, wheelchair, and elevator access for disabilities.
- Destigmatize concerns around mental health and ensure workforce has access to emotional and psychological help as needed.
- Develop and disseminate content and policies that increase sensitivity to invisible disabilities, such as anxiety, OCD, etc.
- Ensure all employees have ready access to support systems while preventing workplace judgement for anyone who redeems them.



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