

# MINDSET

## Diversity, Equity, Inclusion & Belonging Committee Charter

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# Leadership Statement

One of Mindset's core values is ***Growing Remarkable People***. We chose that value because we believe a remarkable team is key to creating remarkable results for our customers. We've found having a diverse, inclusive team creates the perfect environment for our employees to thrive. Additionally, having a team that brings experiences, and backgrounds from more perspectives allows our Mindset to better empathize with our diverse customers and create the best experiences for everyone.

## 1. Charter Purpose

The purpose of this charter is to create a document that outlines Mindset's focus, intention, vision, responsibilities, and commitment to creating a diverse, inclusive, and equitable workplace where employees feel they belong. In parallel, the DEI&B Committee will use this document as a guiding body of knowledge and lens through which we operate, evaluate, and grow in alignment with Mindset's core values. This document will be a living document as the commitment to create a more inclusive, diverse, and equitable workplace will be a journey of personal, cultural, and professional transformation.

## 2. Background and Context

The protests and riots during the summer of 2020 about race and equity significantly impacted Mindset and its employees. Mindset's headquarters is in Minneapolis, and the events happened in our backyard. Those events launched a long-overdue social change worldwide, and Mindset and its employees wanted to be a part of the change to ensure equity in the treatment of all individuals. Mindset made a renewed effort to improve our diversity hiring processes, develop initiatives to enrich our company culture and offer personal and professional formal training to help serve one another better. We want Mindset employees to feel welcomed, seen, included, given opportunities, and treated fairly regardless of their sex, race, gender identity, sexuality, age, nationality, religion, disability, and background. Mindset's DEI&B Committee was created to do just that.

The committee's initial actions included a thorough assessment of where we were as a diverse organization. We realized this is a work in progress, and it would be arrogant to assume there's a finish line. We promised to continue not just to listen and learn but to acknowledge and name the issues of racism, sexism, misogyny, ableism, ageism, homophobia, transphobia, classism, xenophobia, and discrimination on any other basis and our role in perpetuating the problems. We committed that we are not willing to be associated with complacency for ourselves or for the work we do

with our clients. We believe to succeed, we must educate ourselves about systems of oppression, the way they impact our work and our lives, and ways to end them.

Mindset will remain focused on making fundamental shifts to its internal and external processes to ensure we address systems of oppression within the organization and in our communities.

## Mindset's Definitions

### Diversity

The different and multiple characteristics that make up individual and collective identities include race, gender, age, religion, sexual orientation, ethnicity, national origin, socioeconomic status, language, and physical ability.

### Equity

The process of identifying and removing the barriers that create disparities in the access to resources and means and the achievement of fair treatment and equal opportunities to thrive.

### Inclusion

The practice of creating environments in which any individual or group can feel welcomed, respected, supported, and valued to participate fully.



### Belonging

A sense of being secure, recognized, affirmed, and accepted equally such that full participation is possible.

## 3. Objectives and Aims

It is the intent of the DEI&B Committee and its initiatives, with the support of the management team and leadership, to cultivate a company culture that encourages employees to bring their authentic selves to their work and to nurture a culture of belonging. Mindset recognizes that when this objective is achieved and maintained, we will align with our core values.

- Remarkable Experience
- Passion & Grit

- Find, Empower & Grow Remarkable People
- Creativity & Innovation
- Deep & Trusting Relationships

Employees who bring their authentic selves to work will have a remarkable work experience. Employees with a sense of belonging will be more passionate about their work, demonstrating the grit it takes to innovate and exceed expectations. Employees who feel seen, heard, and supported will grow into remarkable team members and leaders. Employees who feel valued and accepted will demonstrate their boundless creativity and innovation. Most importantly, creating a company culture that celebrates our differences and encourages individuals to bring their authentic selves to work will allow Mindset employees to build deep and trusting relationships with their teams and our clients.

The committee will guide the work of diversity, equity, inclusion, and belonging at Mindset Consulting through the following:

- A. Develop, implement, and evaluate a Diversity, Equity, Inclusion & Belonging Strategic Plan.
- B. Develop, implement, and evaluate standards for cultural competence for staff.
- C. Identify priorities for defining and removing bias.
- D. Regularly review Mindset's tools, policies, and procedures to address diversity, equity, and inclusion issues proactively.
- E. Recommend short & long-term strategies and practices where inequities exist.
- F. Ensure the maintenance and dissemination of best practices for diversity, equity, and inclusion in institutional policies, teaching, training, hiring, and staff retention.
- G. Guide and hold the company accountable on matters related to diversity, equity, inclusion, and belonging.
- H. Serve as a resource for guidance and consultation regarding diversity, equity, inclusion, and belonging issues for Mindset.
- I. Disseminate information about ongoing professional development around diversity, equity, inclusion, and belonging.
- J. Seek regular feedback from stakeholders to inform decision-making and highlight opportunities for improvement.
- K. Act as a sounding board for company-wide deliverables that Leadership would like additional feedback on.
- L. Facilitate difficult conversations regarding topics of tension.
- M. Deliver a voice that neutralizes topics of apprehension to ensure employees feel included, heard, & valued.
- N. Serve as a voice (saying something is better than nothing).

# 4. Responsibilities

As a guiding body, Mindset’s DEI&B Committee plays a key role in creating a diverse, equitable, and inclusive workforce and workplace at Mindset. The responsibilities of this team include:

- A. Ensuring DEI&B is an essential focus for Mindset.
- B. Providing vision, guidance, and oversight of the committee’s work.
- C. Providing the framework for planning, execution, tracking, and reporting of all work.
- D. Prioritizing the work.
- E. Holding teams accountable for the execution.
- F. Identifying and managing risks and issues.
- G. Removing roadblocks to success.
- H. Being a vocal and visible advocate for the work.

The Mindset DEI&B Committee will consider the Objectives and Aims outlined above, identify priorities for the committee for each year, and then plan and initiate specific activities to pursue those goals. The team will coordinate with the appropriate parties to progress towards the goals and ensure that the work of the committee is aligned with the broader work of Mindset. The committee will also revise and update this charter as necessary to reflect the developing understanding of Diversity, Equity, Inclusivity, and Belonging goals and ensure that the membership and roles of the committee are appropriate.

# 5. Membership

The Mindset DEI&B Committee is composed of the following members:

Role	Representation
Chairperson	Rotating
Core Members	Mark Smith Libby Kessler Matt Garland Ethan Jewett Kathleen Coughlin Jason Inouye Monisha Aravinnakshan

Advisory Members	Gavin Quinn
Committee Logistical Support	Rotating

All committee members will commit to this charter and its intent.

## New members

New members are expected to read and commit to the charter. Questions can be referred to the current chair or any core committee member.

## Committee size

There is no specific committee size requirement, but the committee should periodically assess its effectiveness including attention to the question of whether the committee size and structure are effective or require adjustments.

## Diversity of membership statement

The committee recognizes the importance of diverse and inclusive committee membership.

The committee also recognizes that this goal can be problematic in that it can create the expectation of additional committee work for exactly the underrepresented groups for which the committee is working towards equity.

## 6. Member Roles and Responsibilities

Role	Responsibilities
Chairperson	<ul style="list-style-type: none"> <li>● Chair committee meetings: <ul style="list-style-type: none"> <li>○ Ensuring meetings run efficiently and within time</li> <li>○ Facilitating as needed</li> <li>○ Making sure that minutes are retained and distributed</li> </ul> </li> <li>● Solicit agenda items</li> </ul>
Core Members	<ul style="list-style-type: none"> <li>● Attend and participate in committee meetings</li> <li>● Understand (or work to understand) the core issues that the committee is committed to</li> </ul>

	addressing <ul style="list-style-type: none"> <li>• Contribute to carrying out the decisions of the committee</li> <li>• Be a vocal and visible advocate for the work and goals of the committee</li> </ul>
Advisory Members	<ul style="list-style-type: none"> <li>• Attend and participate in committee meetings as appropriate</li> <li>• Provide additional context and guidance for committee activities</li> <li>• Provide expertise that the committee lacks</li> </ul>
Next Chairperson	<ul style="list-style-type: none"> <li>• Build committee meeting agenda</li> <li>• Distribute the agenda to the committee before meetings</li> <li>• Record and issue meeting minutes</li> </ul>

## 7. Communications - Minutes/Managing Material

Meeting materials and the administration of meetings will be handled in Leapsome. Because the Leapsome meeting materials are only accessible to participants, the minutes of the meeting will also be distributed via Google Drive and Slack for access to all company employees.

### Preparing the meeting

Meeting preparation occurs in Leapsome. The monthly chair is responsible for gathering and documenting meeting topics in Leapsome.

The chair should solicit topics on the #diversity Slack channel as well as other forums as appropriate.

### During the meeting

The subsequent chair should be decided at the beginning of the meeting.

The subsequent chair will be responsible for recording meeting minutes, or if the chair is unable to do so, another member of the committee will keep meeting minutes.

If a meeting topic is not to be shared publicly, this should be noted on the Leapsome topic, noted verbally before discussing the topic, and noted in the meeting minutes.

## After the meeting

The subsequent chair will:

1. Prepare a summary and minutes of the public parts of the committee discussion
2. Share the summary and minutes with the committee for feedback via the #diversity Slack channel.
3. Save the summary and minutes on Google Drive in a folder to be determined
4. Share the summary and minutes on the #office\_unitedstates Slack channel.

## 8. Meetings

- Frequency: Monthly (The committee will determine modifications to the schedule based on needs related to current activities.)
- Purpose: Discuss work prioritization, review progress, discuss issues and risks, make key decisions, clear roadblocks, ongoing education
- Duration: 50-minutes
- Location: online and/or telephone using Zoom conferencing Any meetings held in person will include a Zoom conference option, as well

## 9. Meeting Guiding Principles

- The scheduled meetings of the committee will be planned in advance
- The meeting facilitator will remind the meeting attendees of the following:
  - The meeting is a safe place to discuss complex issues and ideas
  - Be open to new ideas and concepts
  - To be forgiving in the event ideas, concepts, and issues are not correctly elaborated or spoken about
  - Be able to Agree to disagree
- The chairperson or a designee will collect meeting agenda items within Leapsome. Agendas and materials should be available and viewed in advance of each meeting to ensure informed discussions of scheduled topics.
- Meeting representatives outside the committee will be invited as appropriate for meeting topics
- Special meetings may be called at the request of any member
- Meetings will be canceled if there are no items to be discussed



- A majority of the committee members shall constitute a quorum for the transaction of the business. Every effort will be made to capture in advance the opinions of committee members who are not able to attend a meeting where decisions are being made.

## **10. Charter Review (Timeline)**

- April - October - Drafts
- The final Draft will be delivered in October
- Adoption Jan 1, 2023