

Corporate Religious Diversity Assessment

Tanenbaum and the Religious Freedom & Business Foundation collaborated to create the Corporate Religious Diversity Assessment (CRDA), an internal assessment tool for companies to self-evaluate their religious diversity. In 2016, the Religious Freedom & Business Foundation issued the Corporate Pledge on Religious Diversity & Inclusion and invited companies to sign on. The Pledge and the CRDA utilize overlapping criteria to encourage companies to foster religiously inclusive workplaces. Both Tanenbaum and the Religious Freedom & Business Foundation believe that the strategies laid out in the CRDA are among the better practices for meeting the Pledge and proactively addressing religious diversity and inclusion.

We therefore offer this Guide to help companies to complete the Assessment. This document provides you with the opportunity to look over all the criteria of the CRDA in advance, to help determine what supporting documents you may need to consult to respond to certain prompts and to determine who in your organization could most appropriately and efficiently respond to different sections of the Assessment.

Concept 1:

Criteria for identifying and reducing workplace discrimination and harassment on the basis of religion or belief

Section 1: Include religion as an identifier in all anti-discrimination and equal employment policies and statements.

- a. Does your company have a general anti-discrimination/EEO policy that is distributed to employees on hiring or at orientation?
- b. Does that policy specifically mention religion as a protected identifier?
 - **EXAMPLE:** See page 19 of CVS's [Code of Conduct](#): "CVS Health is committed to maintaining a workplace environment free from discrimination, harassment and violence. Our continued success depends on the full participation of all our colleagues — regardless of age, religion, gender, gender identity or expression, race, color, sexual orientation, national origin, disability, military or veteran status or any other characteristic protected by applicable laws and regulations."
- c. Does your company include equal employment statements in all hiring materials and advertisements, including on your website? Does that statement specifically mention religion as a protected identifier?

- EXAMPLE: See Accenture’s [commitment](#) to inclusion and diversity on its website: “We believe that no one should be discriminated against because of their differences, such as age, disability, ethnicity, gender, gender identity and expression, religion or sexual orientation.”
- EXAMPLE: From the City of New York’s [jobs home page](#): “The City hires the best person for a job regardless of your race, gender, religion, sexuality, or physical ability.”

Section 2: Implement policies that define and provide examples around appropriate and inappropriate religious expression in the workplace.

- Does your company have a specific policy that focuses in particular on appropriate and inappropriate religious expression in the workplace (including unwanted proselytizing and religion-based harassment)?
- Does your company’s social media policy have specific examples of appropriate and inappropriate ways to communicate about religion internally and externally on social media?

Section 3: Track and report on religious EEO and/or religious discrimination or harassment complaints within the company (based on national, state or local anti-discrimination laws; or internationally, when there are no such laws, track and report on policies and best practices summarized in the [“Corporate Pledge on Religious Diversity and Inclusion.”](#))

- Does your company track religious EEO and/or religious discrimination or harassment complaints within the company (based on national, state or local anti-discrimination laws, or based on the policies and practices referred to in the previous paragraph)?
- If yes, does your company annually issue:
 - A report on the results of the tracking to the appropriate internal audience?
 - Include this information in an external report (i.e. annual shareholder report)?

Section 4: Support educational opportunities that address diverse religious traditions and foster increased communication and teamwork.

- Has your company provided religious diversity programming (a training, Lunch & Learn, employee panel, webinar, etc.) in the last 12 months?
- Was this programming available to all employees (as opposed to employees at a specific location or those who have a specific role at the company)?
- Has your company provided an informal educational opportunity on religious diversity outside

of formal programming in the last 12 months? (i.e. inclusive holiday decorations with an educational component, a holiday potluck where employees speak about why they chose to bring a specific dish, or a team visit to a place of worship, etc.)

Section 5: Provide training on appropriate and inappropriate conduct around religious expression in the workplace during onboarding of new employees.

a. Does your company include training on appropriate and inappropriate conduct around religious expression during standard onboarding of new employees?

1. EXAMPLE: Showing [this](#) video about appropriate and inappropriate religious expression in the workplace.

b. Does your company include training?

1. Where to access the company's religious accommodation policy (for all employees)?

2. How to request a religious accommodation (for all employees)?

3. How to review and grant requests for religious accommodations during onboarding (for HR and managers)?

Section 6: Review freedom of religion or belief (FoRB) policies to ensure that they do not result in unintentional discrimination.

a. Conduct annual assessment of policies and authorized practices, assessing them for unintended consequences/discrimination that exclude some people or groups based on belief. For example, assessing policies and practices around rooms or prayer spaces, cafeteria offerings, breadth of celebrations acknowledging different traditions, etc.

Concept II

Criteria for implementing appropriate workplace religious accommodations and other strategies for multi-belief inclusion

Section 1: Implement policies that facilitate religious accommodation and inclusion.

a. Does your company have a formal religious accommodation policy?

b. Does your company offer floating holidays and/or holiday swapping that allow employees to choose which days they wish to take off?

c. Does your company offer flexible work arrangements for employees who need a modified schedule to participate in religious observance?

d. Does your company have a Quiet Room (also known by other names such as a Prayer,

Meditation, Reflection, or Serenity Room) in all locations, or provide other space for those activities upon request by employees in all locations?

- e. Does your company have a formal policy/guidelines around scheduling and usage of Quiet Rooms or providing other space for those activities upon request by employees in all locations?

Section 2: Bi-annual or more frequent review of all policies regarding religious accommodation and inclusion

- a. Does your company conduct a review of all polices regarding religious accommodation bi-annually or more frequently?

Section 3: Support and/or use religious inclusion efforts that can contribute to a company's bottom line business goals.

- a. Does your company have any religion-specific or an interfaith employee resource group (ERG¹) or comparable religious diversity initiative?
- If yes, does your company's religion-specific, interfaith ERG, or comparable religious diversity initiative have an executive sponsor?
 - Is your company's religion-specific, interfaith ERG, or comparable religious diversity initiative inclusive and open to all employees, including those of all faiths and none?
 - Does your company's religion-specific, interfaith ERG, or comparable religious diversity initiative have diverse membership and leadership (for example based on other identifiers such as race, ethnicity, gender, sexual orientation, and/or gender identity, in addition to religion?)
 - Does your company's religion-specific, interfaith ERG, or comparable religious diversity initiative have a clear plan to contribute to the company's bottom line business goals, such as developing strategies to retain top talent by making them feel like they can bring their "whole selves" to the workplace?
 - Has your company's religion-specific, interfaith ERG, or comparable religious diversity initiative contributed to your company's bottom line business goals? (for example, by increasing retention, by improving the company's external reputation with specific

¹ Definition from Catalyst.org: "Employee Resource Groups (ERGs) are voluntary, employee-led groups that serve as a resource for members and organizations by fostering a diverse, inclusive workplace aligned with organizational mission, values, goals, business practices, and objectives. Other benefits include the development of future leaders, increased employee engagement, and expanded marketplace reach." Many companies have ERGs (also known as Business Resource Groups, Employee Networks, etc.) based on a number of identifiers, including race, ethnicity, gender, sexual orientation, disability, veteran status, age/generation, and religion. Faith-based ERGs may be faith-specific, interfaith/multifaith, or a combination of the two.

segments of the population, etc.)

- b. Does your company engage in other types of efforts that use religious diversity and/or inclusion to achieve other bottom line business goals? (i.e. using religiously diverse individuals in a marketing campaign)

*For more information, see Tanenbaum's "[6 Tips for Starting a Successful Faith-based ERG](#)" in *Diversity Best Practices*. You may need a membership to view the article.*

Section 4: Track and report on religious accommodation requests annually or more frequently.

- a. Does your company track religious accommodation requests and responses?
- b. Does your company report on its tracking of religious accommodation requests and responses to senior leadership or other relevant stakeholders on an annual basis or more frequently?
- c. Does your company assess the findings from your religious accommodation tracking to identify and use trends to develop or adapt new or improved policies and/or practices for implementing religious accommodations?

Section 5: Provide opportunities for employees to give anonymous feedback on religious diversity and inclusion policies and practices.

- a. Does your company provide opportunities for employees to give feedback on religious inclusion policies and practices (i.e. on employee climate surveys, through an email address or suggestion box where people can provide feedback, etc.)?

Concept III

Criteria for demonstrating commitment to freedom of religion or belief (FoRB)

Section 1: FoRB is included in the company's statement of values, Corporate Social Responsibility mission, or other comparable public statement. (Total Possible: 5 points)

- a. Is FoRB expressly included in your company's statement of values, Corporate Social Responsibility mission statement, or other comparable public statement?

Sample statements can be found [here](#).

Section 2: FoRB is promoted through public statements.

- a. Has the company promoted FoRB through internal statements to all employees in the last 12 months?

b. Has the company promoted FoRB through public statements in the last 12 months?

c. In either internal or public statements in the last 12 months, has the company acknowledged freedom of religion or belief as a factor that positively influences economic growth?

Section 3: The company benchmarks its progress and activities in support of FoRB in its annual reports and other public reporting.

a. Do annual reports or other public reports include FoRB benchmarks?

1. EXAMPLE: See page 4 of [Citi's 2014 Annual Diversity Report](#) highlighting Citi's work on religious diversity and inclusion

Concept IV

Criteria for protecting and promoting freedom of religion or belief (FoRB) in communities with partners

Section 1: Identify and work with local partners committed to or interested in the protection and promotion of FoRB (including local chapters of national or international organizations).

Review types of collaborations or partnerships.

a. In the last 12 months, has your company collaborated with a local organization (or a local chapter of a national or international organization) committed to or interested in the protection and promotion of FoRB?

Examples of engagement should have a discernable focus on FoRB and could include one or more of the following:

1. Having employees volunteer with the organization
2. Bringing in speakers from the organization
3. Co-hosting events with the organization
4. Having the organization be the beneficiary of an employee donation drive
5. EXAMPLE: Business leader [Kathy Ireland](#) supports Hardwired, "a women-led initiative to advance dignity and freedom in the face of religious oppression, especially in Iraq and Sudan."

Section 2: Oppose local efforts to restrict FoRB (for example: the imprisonment of individuals based on their religious or non-religious affiliation)

Review written statements or summaries of public statements.

- a. Has your company (or senior leaders of your company) ever made a public statement against local (city, state, or country-wide) efforts to restrict FoRB?

This could include, but is not limited to:

- A press release or other public statement condemning restrictions on FoRB
- Signing a petition protesting restrictions on FoRB
- Senior leaders meeting with elected officials to explain the business case for supporting FoRB
- Filing an amicus brief or similar filings related to FoRB

Examples of local restrictions on FoRB could include:

- The imprisonment of individuals based on their religious or non-religious affiliation
- Curfews imposed on certain religious or non-religious groups
- Refusal to allow the construction of, or the forced closure of, houses of worship
- For additional examples, see the U.S. State Department's [International Religious Freedom Report for 2015](#)

Section 3: Prioritize business partners, suppliers, and contractors who support the values of FoRB.

- a. Does your company have a policy or official practice of working with business partners, suppliers, and contractors who have a policy or practice of supporting FoRB?

1. EXAMPLE: See page 1 of [PwC's Supplier Code of Conduct](#): "Suppliers shall assist and cooperate in our continuing efforts to (1) provide equal employment opportunity to all applicants and employees regardless of race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected class or characteristic under applicable law; (2) enforce our policies prohibiting discrimination against applicants and employees based on race, color, religion, sex, national origin, age, disability, marital status, veteran status, sexual orientation, genetic information or any other protected class or characteristic under applicable law and our policies prohibiting retaliation."

- b. Identify the business partners, suppliers, and contractors with which your company works that have a policy or practice of supporting FoRB

Section 4: Support of FoRB efforts financially.

a. In the last 12 months has your company made a financial contribution in support of FoRB?

1. No

2. Yes

i. Yes

ii. And we encourage employees to contribute to the same cause

iii. And it is an ongoing financial commitment