INTRODUCTION

Thank you for your interest in creating an Employee Resource Group at The Johns Hopkins Hospital ("JHH"). The JHH definition of an Employee Resource Group is a group of employees, with varied status, who actively engage in communicating and/or gathering around a central unifying purpose, mission, background or activity.

JHH considers Employee Resource Groups to be a vital component that connects various members of the Hopkins workforce with each other and with the institution. Therefore, an inherent element of the mission of an Employee Resource Group is to promote the welfare of Johns Hopkins Medicine and to establish mutually beneficial relationships between JHH, its workforce, members of the Employee Resource Group, and the communities JHH serves.

These Guidelines are intended to provide general information for employees interested in establishing an Employee Resource Group and as a resource for any Employee Resource Groups that currently exist. Please note that this is a working, organic document and is subject to change. If additional information is needed or you have subsequent questions, please contact the Office of Workforce Diversity as follows:

Office of Workforce Diversity
550 N. Broadway, Suite 401
Baltimore, MD 21287
(410) 955-3516 (T)
(410) 955-8243 (TTD)
www.hopkinsmedicine.org/jhhr/EqualOpportunityDiversity/

ESTABLISHING AN EMPLOYEE RESOURCE GROUP

The success of a new Employee Resource Group most often depends on a small nucleus of dedicated and interested employees. It takes commitment from these individuals to ensure the group organizes itself in such a way as to guarantee continuity. Below are a few helpful criteria and suggestions for establishing your new Employee Resource Group and to assure consistency with Employee Resource Group program objectives:

2. Establish a list of at least five (5) interested employees willing to volunteer to join your Employee Resource Group.
3. Identify your targeted members.
4. Prepare a mission statement for your Employee Resource Group as well as the goals of the group.
5. Prepare an introductory message that will be used to construct an electronic invitation that will be delivered via email blast to targeted members.
6. The first meeting must be coordinated with and acknowledged by the Office of Workforce Diversity.
7. At the first meeting, general discussion must take place to:
   a) Establish a general purpose and mission of your group
   b) Establish the process for selection of a Chair, Vice Chair and Secretary.
   c) In electing officers, consideration should be given not only to an individual’s standing in the JHH community, but also to the amount of time and unselfish interest it takes in establishing and maintaining the group’s affairs. All officers must be approved by JHH to assure that none are under disciplinary action including, but not limited to, a Performance Improvement Plan.

EMPLOYEE RESOURCE GROUP OPERATING PRINCIPLES

1. Members must be employed by The Johns Hopkins Hospital or within the affiliated institution within which the individual works.
2. The formation of the Employee Resource Group must rely on volunteers, and efforts must stem from a grassroots nature and neither JHH nor members of the group may pressure any employee into joining.
3. Membership in an Employee Resource Group shall be entirely voluntary.
4. The Employee Resource Group must be operated exclusively for educational, civic, social and other charitable and non-profit purposes.
5. The Employee Resource Group should be organized to assist and support the Hospital’s mission by hosting activities such as the following:
   a. Recruitment events
   b. Community relations programs
   c. Promoting social and intellectual enrichment
   d. Networking opportunities
   e. Provide alternative educational and civic activities deemed to be advantageous to the membership of the Employee Resource Group
   f. Identifying and minimizing health disparities
6. Enhance the public image and presence of JHH.
7. Any programs sponsored by the Employee Resource Group must be financially self-supporting.
8. Meetings may be held before or after work. Meetings may be held during the workday but must be on the employee’s time (e.g., lunch hour).

9. Consistent with the JHH commitment to diversity and inclusion, Employee Resource Groups are encouraged to collaborate to the maximum extent feasible to facilitate understanding between groups and to maximize resources for the benefit of each group.

10. All Employee Resource Groups must be inclusive and may not limit participation to any particular race, gender, sexual orientation, age, veteran status, age, ethnicity or other protected classification.

EMPLOYEE RESOURCE GROUP PROGRAM PROHIBITIONS

1. Use of the name or insignia of Johns Hopkins Medicine or any of its subsidiary or affiliated institutions is strictly prohibited.

2. The name of the Employee Resource Group may not include the word “Association” or “Fund.”

3. A JHH Employee Resource Group may not deal with issues concerning wages, hours or any other term or condition of employment.

NON-DISCRIMINATION

Employee Resource Groups are required to operate within the JHH non-discrimination philosophy and may not discriminate in membership or participation in Employee Resource Group activities on the basis of race, color, religion, national origin, gender, sexual orientation, disability, veteran’s status or other protected classification. In an effort to truly embrace diversity, JHH encourages employees to join groups that are not reflective of their race, color, religion, national origin, gender, sexual orientation, disability, veteran’s status or other protected classification.

LIMITATION OF LIABILITY DISCLAIMER

JHH is not responsible for the Employee Resource Group’s practices and reserves the right to deny the Employee Resource Group any and all benefits of affiliation at any time, should be Employee Resource Group breach