

Tompkins County

Industrial Development Agency

Diversity and Inclusion Policy

Adopted: October 10, 2018

Diversity and Inclusion

Single occupant projects (buildings developed specifically for one tenant or an owner-occupied facility) must commit to the following:

A. Actions:

- Become and remain an active member of the Diversity Consortium of Tompkins County, a joint effort of local employers and leaders dedicated to promoting diversity and inclusion in Tompkins County. Active membership is defined as:
 - paying annual membership dues, (If the fee to participate exceeds \$500 in a calendar year, the IDA may, at its discretion waive this requirement)
 - attending a minimum of four monthly meetings of the Consortium per calendar year,
 - participating in at least two of the approximately six trainings offered per year and
 - attending the bi-annual conference when offered;
- Establish and implement management strategies for hiring, retention and promotion of women, people of color and people with disabilities for part-time, internship, and full-time positions at all levels of their organization with the goal of employing a workforce in which the number of women, people of color, and people with disabilities meets or exceeds a number in proportions equal to that of the population of the City of Ithaca, Tompkins County, and/or the proportions in the applicant business sector if data is available; and
- Identify and implement specific actions designed to reduce and address unconscious workplace biases, such as annual staff training.

B. Reporting:

The project occupant will provide an annual report to the IDA and the City of Ithaca's Workforce Diversity Advisory Committee (the latter only if the project is located in the City of Ithaca), on March 1st of each year of the abatement period. The annual report will be submitted in a format provided by the IDA detailing:

- Workforce diversity goals, and strategies utilized each year to increase hiring, retention and promotion of women, people of color, and people with disabilities;
- Actions taken to reduce and address unconscious workplace biases;
- Workforce demographics by gender, race/ethnicity, age, disability, job class and gender, and job class and race/ethnicity; and
- Compliance with active participation in the Diversity Consortium.

The City of Ithaca Workforce Diversity Advisory Committee (WDAC) developed the City of Ithaca Diversity Toolkit to assist employers meet the IDA diversity and inclusion requirements. The toolkit shall be made available with this policy.
