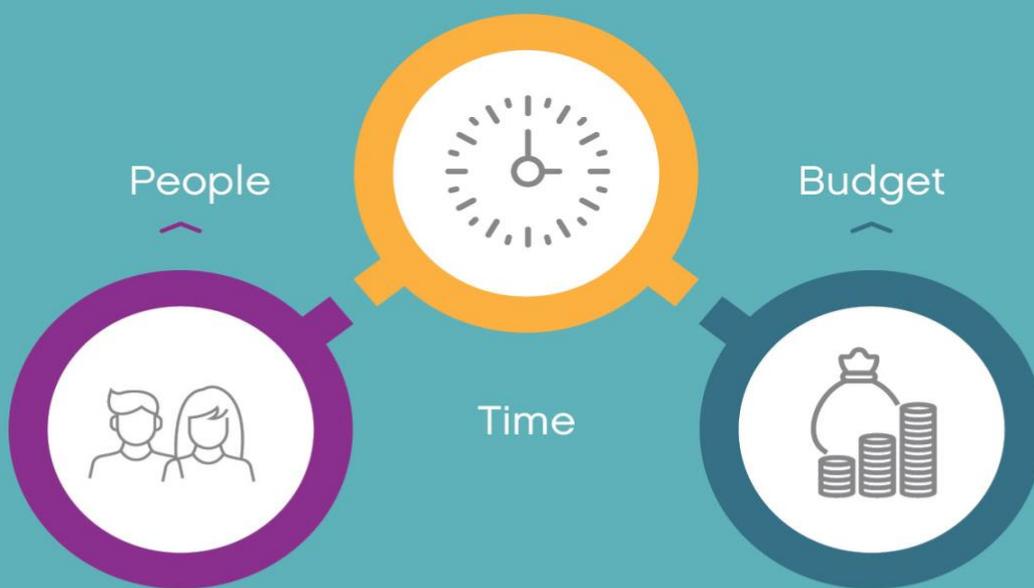




CENTER FOR INCLUSIVE
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RESOURCE ALLOCATION



Step 4: Allocate Resources

A crucial point to consider is that different policies might require different resources. Thus, the need for resources might vary depending on what you intend to adopt and implement at your organization.

For example, to implement a 'Flexible Working Arrangements' policy, your organization might consider technical support for employees to complete tasks, such as computers, internet, or other such tools, while working remotely. To implement an 'Equality in the Pool of Applicants' policy, you might need HR employees to reach out for potential candidates from remote or underrepresented population groups. Overall, we encourage you to consider the process needed to enact potential policy changes for effective, long-term, and smooth transition. Resources could be people, time or budget.

People

Your most essential resource are the members on your Diversity Equity and Inclusion (DEI) committee. Once your organization has formed this committee, members should be clear about roles and responsibilities and how they can allocate the remaining resources. In some cases, you might need to hire an external committee member to serve for a temporary or permanent period, who will provide expertise for a specific area. For instance, if you want to adopt an 'Anti-Sexual Harassment' policy you might consider contracting a lawyer and/or gender expert to assist in the process. In other cases, you might need to hire a permanent addition or specialist to your HR team.

Time

Establish a well-developed organization DEI plan early on that fits your work culture and context. These are crucial in allocating resources. Make sure that people involved in policy drafting and implementation account for the time needed for the different phases of the entire process. For example, if you are implementing the 'Fair and Bias-Free Interview Process' policy you need to account for the time required to redraft your job descriptions and any other HR documents. This could contribute to reducing risks as you plan for additional resources and create realistic timelines.

Budget

It is important to plan early and consider how the organization's budget will be dispersed. An important component to account for is a training budget, which could be in-person or online. For DEI in particular, you can find a plethora of free training material online, in cases where the organization's budget cannot account for such expenses. Other training resources may include online workshops and seminars. At CIBL, we offer a 3-session mini certificate program that equips managers and HR decision makers with the skills needed to strategize and implement more gender-inclusive recruitment, retention, and promotion work policies. [Click here for more information.](#)

Other Considerations (examples provided are not exhaustive measures that should be considered):

If your organization decides to implement a 'Breastfeeding' policy then resources to consider would include a designated room for breastfeeding.

If your organization decides to implement a 'Daycare' policy you may account for the allowances provided to working parents or for on-site daycare, the costs of hiring a caregiver, as well as the costs for food and other essential needs.

If your organization decides to implement a promotion and/or performance evaluation policy, then you might account for the expected salary raises, bonuses, and other rewards to be issued.

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GENERAL DISCLAIMER: The Policy Templates and materials related to the SAWI Project are intended to assist employers, HR managers, and other decision-makers as they strive to improve workplace policies and practices related to more inclusive recruitment, retention, and promotion (RRP) within their organization. While we have made every attempt to provide templates relating to HR policies that are accurate and draw from a broad range of regional and international standards, it is not possible to include the technical detailing nor the discussion of everything necessary to ensure a gender-inclusive RRP working environment in a presentation of this nature. Thus, the information provided by the SAWI Project, its staff, and partners must be understood as a tool for addressing workplace policies, rather than an exhaustive statement of an employer's legal obligations, which are defined by statute, regulations, and standards of their local industry standards, and national legislative landscape. Likewise, to the extent that this information references practices or procedures that may enhance inclusive RRP, but which are not required by a statute, regulation, or standard, it cannot, and does not, create additional legal obligations. Finally, over time, regulators may modify rules and interpretations in light of new technology, information, or circumstances; to keep apprised of such developments, or to review information on a wide range of inclusive HR topics. All information, toolkits, templates, and other related material under the SAWI project is provided therefore as a free of charge guide, and is, therefore "as is" without warranty of any kind of risk."