

Affinity Group Purposes and Guidelines

. Workplace Affinity Purposes

- Drive inclusion and engagement: your affinity group is a way to build your connection to CPCS as you make new friends, connect with people you know, have fun and share discussions and ideas about our work in a safe space.
- You can learn what matters to colleagues through the lens of your shared identity(ies), as you consider thoughts, concerns and suggestions on themes that are important to group members
- Your group can support individual and group personal and professional development through the relationships, knowledge and sharing that grow over time
- Your group may identify learning initiatives, share insights and consider making suggestions to leadership to make CPCS an even better place to work, grow and achieve.
- Your group can connect with CPCS colleagues outside the group, including other affinity groups, and the external community on matters of interest or concern

What Affinity groups are not

- Places to address or seek advocacy on individual complaints – those should be referred to HR, EID and/or the General Counsel's office
- A group that cuts off sharing with colleagues across other identities or interests, to avoid the risk of building silos and separation in our agency, rather than growth, embrace and inclusion

Guidelines to Help your Group Work be Meaningful and Effective

- Groups should plan for half-hour to hour meetings, depending on what works best for participation and scheduling,
- Everyone in the group should have an opportunity to participate, and informal ground rules could help to ensure that no one person dominates the conversation
- The time dedicated to affinity group meetings each month is considered work time, so long as the reasons for having an affinity group are being met. Group members should work with their managers to adjust their work schedules to accommodate Affinity Group meetings and events.
- Each group should have a convener to help ensure that the meetings continue taking place however and are open to new members
- Each group should consider inviting a trusted person, a Supervisor, Attorney in Charge, Director or Managing Director who identifies with the group to be a liaison for the group to management. John Lozada will help recruit people over time, if needed, but if there is someone the group wants to invite, please do so and let John know.
- All rules regarding workplace conduct and professional expectations governed by CPCS policy are in effect for affinity group activities, and members should strive to be respectful and professional within these discussions
- We can all make mistakes in what we think and say, and these affinity groups are places where different opinions and values must be welcome – please stay open to learning, self-correcting when warranted and bringing your full and original self into the conversations.