



Enterprise Employee Resource Groups (ERGs) Guidelines

Purpose of the Guidelines

In partnership with Minnesota Management and Budget (MMB), an Enterprise Employee Resource Group (ERG) is a collective of employees who meet routinely (e.g., at least four times per year) to support and learn from each other (see below for more details). The purpose of these guidelines is three-fold: 1) to inform interested employees about what an Enterprise ERG does; 2) to inform anyone seeking a clearer idea of what Enterprise ERGs bring to employment in state agencies; and 3) to provide guidance on how to apply to become an Enterprise ERG.

What are Enterprise ERGs?

Coordinated and supported by MMB, an Enterprise ERG is a collective of employees who meet routinely (e.g., a minimum of four times per year) to support and learn from each other. Enterprise ERGs provide an opportunity for different identity groups to come together and connect about workplace issues. Enterprise ERGs exist to achieve the following business purposes:

- Provide a sense of community for employees through meetings and events
- Encourage cross-agency relationship building and collaboration for a supportive work environment through meetings, trainings, and events
- Offer employees an opportunity to feel heard and valued through conversations, discussions, and other activities
- Contribute to creating a sense of belonging by creating a cohesive network of employees working towards the broader goal of an inclusive workplace

To achieve the business purposes identified above, Enterprise ERGs partner with Minnesota Management and Budget (MMB) to align their activities with three core principles of **Culture, Career Development, and Community Building**:

- **Culture:** Encompasses efforts that involve connecting employees across the enterprise to foster an inclusive work environment
- **Career Development:** Encompasses efforts to provide ongoing professional and career development opportunities with ERG members and participants
- **Community Building:** Encompasses efforts to enhance and promote a sense of connection among employees with a common interest in achieving equity and inclusion

Their work also aligns with the strategic goals and business purposes established by the Governor's Office, including, but not limited to, the following:

- Creating an inclusive environment for American Indians, people of color, people who have a disability, and veterans
- Raising awareness about disparities related to health and well-being.

Enterprise ERGs work closely with Minnesota Management and Budget, as well as agencies across the enterprise, to offer opportunities for growth, development, and community building that align with overall

strategic goals related to equity, diversity and inclusion.

Enterprise ERGs shall not be used to discuss, negotiate, or bargain over terms or conditions of employment or to address grievances or labor disputes.

For further information on activities that help achieve these goals and objectives, see Enterprise ERG Bylaws.

For questions about these guidelines, please contact the Enterprise Engagement and Inclusion Specialist at MMB.

Benefits of Enterprise employee resource groups

The presence of Enterprise ERGs provide a number of important benefits, both for employees and for state agencies as employers.

What's in it for the state?

- Gain valuable insights into diverse perspectives in the workforce
- Provide employees a structured system to identify relevant business issues and offer recommendations
- Increase employee engagement and retention
- Raise awareness and promote a culture of inclusion
- Contribute to a sense of belonging and community in the workforce
- Get feedback on enterprise initiatives and strategies to ensure alignment

What's in it for employees?

- Support statewide equity, diversity, and inclusion efforts
- Provide unique insights from diverse perspectives
- Help to drive inclusion and engagement
- Career development and networking opportunities
- Enhanced engagement in the work of the State
- Enhanced retention of valuable resources – our employees

Enterprise ERGs Strategic Objective

The overall strategic objective of Enterprise ERGs is to partner with MMB in building and sustaining a diverse, equitable, and inclusive organizational culture where employees feel respected, valued, and empowered to promote and foster inclusion, belonging, and equity.

Strategic Goals

Enterprise ERGs achieve the strategic objective above by working toward the following goals or business purpose:

- Provide a sense of community for employees through meetings and events

- Encourage cross-agency relationship building and collaboration for a supportive work environment through meetings, trainings, and events
- Offer employees an opportunity to feel heard and valued through conversations, discussions, and other activities
- Contribute to creating a sense of belonging by creating a cohesive network of employees working towards the broader goal of an inclusive workplace

Key Core Principles: Culture, Career Development, and Community Building

All Enterprise ERGs are formed and conduct their work in alignment with the following Core Principles:

- **Culture:** Encompasses efforts that involve connecting employees across the enterprise to foster an inclusive work environment
- **Career Development:** Encompasses efforts to provide ongoing professional and career development opportunities with ERG members and participants
- **Community Building:** Encompasses efforts to enhance and promote a sense of connection among employees with a common interest in achieving equity and inclusion

Measuring Impact

The results of an Enterprise ERG are measured in a number of ways:

- An engaged and thriving workforce as evidenced by the biennial Employee Engagement and Inclusion Survey
- A culturally competent, equitable, and inclusive workplace as evidenced by the Engagement and Inclusion Survey and individual agency participation in the Intercultural Development Inventory (IDI)
- A strong sense of belonging and community across the enterprise as demonstrated by exit and other survey data
- A sense of engagement with the work as measured by post-event surveys
- A strong track-record of fostering diversity, equity, and inclusion as evidenced by an annual report from each Enterprise ERG outlining their accomplishments during the previous year

Approved Enterprise ERGs

MMB Enterprise Employee Resources (EER) currently has approved Enterprise Employee Resource Groups that form under any one or more of the following identities/backgrounds:

- Race/Ethnicity
- Disability communities
- Generational (e.g., young professionals, etc.)
- Sexual orientation/gender expression/gender identity
- Gender
- Veteran status

While all approved groups will be referred to collectively as Enterprise ERGs, each group can maintain a name in accordance with the dimension of diversity or identity it represents. Enterprise ERGs cannot be formed around

common interests or activities such as sports/hobbies, political views, and other beliefs that do not align with the strategic objective/goals/business purpose of the ERG program. The following would not be considered an Enterprise ERG: Biking or Exercising Group, Healthy Living Clubs, Investment Groups, or Book Clubs. Though these groups/clubs can support the morale or productivity of employees, they should be considered as interest groups and not ERGs. Questions should be directed to MMB.

Criteria for Forming Enterprise ERGs

Employees who are interested in forming an Enterprise ERG must take into consideration the following criteria (*note that this information is required in the proposal application*):

1. The group must have a minimum of 5 members to start.
2. The group should recommend the following on their application:
 - a) Executive Sponsor
 - b) Champion
 - c) Chair/co-chairs

MMB reserves the right to provide input on the choice of an Executive Sponsor or Champion. Agencies have a right to provide input on choice of chairs/co-chairs.. Please see Bylaws Article 3: Structure for more information about these roles.

3. The group must develop an annual work plan that is in alignment with the strategic objectives and goals or business purpose of the state and the Enterprise ERG program, in addition to how the work relates to the 3 Cs: **Culture, Career Development, and Community Building.**
4. The group must develop an annual report on the work of the ERG in the previous fiscal year.
5. The group must develop an ERG mission and ground rules and identify key leader roles – designating the chair/co-chairs and secretary.
6. An Enterprise ERG is not, nor does it replace, replace labor/management committees.
7. Groups cannot be formed in opposition to another group.
8. Participation must be open to all – including allies who support the mission of the ERG.
9. The group must adhere to the Enterprise ERG Bylaws, as well as applicable State policy and procedure, including but not limited to, the Respectful Workplace Policy, Code of Ethical Conduct, and the State Code of Ethics, Minn. Stat. § 43A.38.