



— JUNE IS —
**IMMIGRANT
HERITAGE**
— MONTH —



**Diversity, Equality and
Inclusion Toolkit for
Immigrant Heritage
Month**

www.diversityequalityinclusion.org

Introduction

Immigrant Heritage Month, celebrated in June, is a time to recognize and honor the diverse contributions of immigrants to the fabric of the United States. This toolkit is designed to help organizations celebrate Immigrant Heritage Month in meaningful ways while fostering an inclusive environment for immigrants throughout the year. It provides strategies, tools, and resources to support immigrant employees, educate non-immigrant employees, and integrate cultural awareness into the workplace.

Target Audience

- **Human Resources Professionals:** To develop and implement policies that support immigrant employees.
 - **Educators:** To create inclusive curricula that reflect immigrant contributions and perspectives.
 - **Community Leaders:** To engage and support immigrant communities.
 - **Diversity Officers:** To integrate immigrant issues into broader DEI initiatives.
 - **Employees and Colleagues:** To better understand and support immigrant coworkers.
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1. Understanding Immigrant Identities and Experiences

Defining Immigrant:

- An immigrant is any person who moves to a country other than their country of birth, often for reasons such as economic opportunities, family reunification, or to escape conflict. Immigrants can be recent arrivals or long-term residents who have contributed to society in various ways.

The Diversity Within Immigrant Communities:

- Immigrant communities are incredibly diverse, encompassing people of different races, ethnicities, religions, languages, and cultural backgrounds. Understanding this diversity is essential for supporting these communities effectively.

Common Challenges Faced by Immigrants:

- Language barriers and access to resources.
 - Navigating complex immigration laws and policies.
 - Experiencing discrimination, xenophobia, and cultural misunderstandings.
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2. Celebrating Immigrant Heritage Month

Planning Inclusive Events and Activities:

- Organize cultural fairs, food festivals, or art exhibitions that showcase the traditions, cuisines, and artistic contributions of immigrant communities.
- Host panel discussions or speaker series featuring immigrants who have made significant contributions in various fields.

Highlighting Immigrant Contributions:

- Share stories and achievements of immigrants in your industry or community through newsletters, social media, and internal communications.
- Create displays or digital content that highlight the contributions of immigrants in areas such as science, arts, politics, and business.

Engaging Immigrant Employees in the Celebration:

- Encourage immigrant employees to share their cultural traditions, stories, and experiences.
 - Provide opportunities for immigrant employees to lead discussions, panels, or workshops on topics related to their heritage.
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3. Creating an Inclusive Workplace for Immigrant Employees

Recruitment and Retention Strategies:

- Partner with immigrant advocacy organizations and job boards that cater to diverse populations, such as **Upwardly Global** or **Welcoming America**.
- Highlight your organization's commitment to diversity and inclusion in job postings and during the recruitment process.

Supporting Career Development and Advancement:

- Offer mentorship programs that pair immigrant employees with senior leaders for guidance and support.
- Provide access to professional development opportunities, such as language classes, certifications, and leadership training.

Establishing Immigrant Employee Resource Groups (ERGs):

- Create ERGs focused on immigrant employees to foster a sense of community and support.
 - Encourage ERGs to participate in organizational decision-making and DEI initiatives.
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4. Cultural Competency and Awareness

Educating Non-Immigrant Employees on Immigrant Cultures:

- Offer cultural competency training that explores the diversity of immigrant cultures and addresses common misconceptions.
- Organize lunch-and-learn sessions or book clubs focused on immigrant literature, history, and issues.

Addressing Stereotypes and Xenophobia:

- Provide training on recognizing and addressing stereotypes and xenophobia that immigrant employees may face in the workplace.
- Encourage an open dialogue where employees can discuss and address biases and misconceptions.

Promoting Cross-Cultural Collaboration:

- Create opportunities for employees from diverse backgrounds to collaborate on projects, fostering a deeper understanding and appreciation of each other's cultures.
- Celebrate the unique perspectives and skills that immigrant employees bring to the organization.

5. Legal Considerations and Compliance

Overview of Relevant Immigration Laws (e.g., I-9 Compliance, DACA):

- **I-9 Compliance:** Ensure that all employees are legally authorized to work in the United States, and maintain accurate records in compliance with immigration laws.
- **DACA (Deferred Action for Childhood Arrivals):** Understand the protections and limitations of DACA recipients in the workplace and ensure their rights are respected.

Ensuring Non-Discrimination and Equal Opportunity:

- Implement policies that prohibit discrimination based on national origin, immigration status, language, or ethnicity.
- Regularly review and update policies to ensure they align with federal and state laws protecting immigrant individuals.

Providing Language Access and Accommodations:

- Offer translation and interpretation services for employees and customers who prefer to communicate in languages other than English.
- Ensure that all employees have access to important documents and information in their preferred language.

6. Practical Tools and Resources

Sample Policies and Guidelines:

- Develop a language access policy that ensures all employees can communicate effectively.
- Create a cultural competency policy that outlines expectations for respectful behavior and inclusivity.

Communication Strategies for Engaging Immigrant Communities:

- Use culturally relevant messaging in communications to immigrant employees and customers.
- Engage with immigrant communities through social media, community events, and partnerships.

Partnerships with Immigrant Advocacy Organizations:

- Collaborate with local and national immigrant organizations, such as **Welcoming America** or **National Immigration Forum**, to support your DEI initiatives.
 - Participate in Immigrant Heritage Month events, such as **Immigrant Heritage Month celebrations** or **immigrant rights conferences**.
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7. Resources and Links

Online Training Programs and Webinars:

- **Understanding and Supporting Immigrant Employees** by the Society for Human Resource Management (SHRM): [Link](#)
- **Cultural Competency Training** by Welcoming America: [Link](#)

Immigrant Cultural Resources & News:

- **Immigrant Learning Center:** [Link](#)
- **National Immigrant Heritage Center:** [Link](#)
- **The Immigrant's Journal:** [Link](#)

Business, Recruitment and Employment Resources for Immigrant Communities:

- **Upwardly Global:** [Link](#)
 - **Welcoming America:** [Link](#)
 - **New American Chamber of Commerce:** [Link](#)
 - **National Immigration Forum:** [Link](#)
 - **Paralegal Certificate Program:** [Link](#)
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Conclusion

This toolkit is designed to provide organizations with the strategies and resources needed to celebrate Immigrant Heritage Month and support immigrant employees throughout the year. By implementing these practices, your organization can create a more inclusive environment that values the contributions of all employees and reflects the rich diversity of immigrant communities.



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