

HISPANIC
HERITAGE
MONTH

**Diversity, Equality, and
Inclusion (DEI) Toolkit
for Hispanic American
Heritage Month**

www.diversityequalityinclusion.org

Introduction

Hispanic American Heritage Month, celebrated from September 15th to October 15th, is an opportunity to recognize and honor the diverse cultures, histories, and contributions of Hispanic and Latinx communities in the United States. This toolkit is designed to help organizations celebrate Hispanic American Heritage Month in meaningful ways, while also fostering a more inclusive environment throughout the year. It provides strategies, tools, and resources to support Hispanic and Latinx employees, educate non-Hispanic employees, and integrate cultural awareness into the workplace.

Target Audience

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

Table of Contents

1. **Understanding Hispanic and Latinx Identities**
 - Defining Hispanic and Latinx
 - The Diversity Within Hispanic and Latinx Communities
 - Common Challenges Faced by Hispanic and Latinx Individuals
2. **Celebrating Hispanic American Heritage Month**
 - Planning Inclusive Events and Activities
 - Highlighting Hispanic and Latinx Contributions
 - Engaging Hispanic and Latinx Employees in the Celebration
3. **Creating an Inclusive Workplace for Hispanic and Latinx Employees**
 - Recruitment and Retention Strategies
 - Supporting Career Development and Advancement
 - Establishing Hispanic and Latinx Employee Resource Groups (ERGs)
4. **Cultural Competency and Awareness**
 - Educating Non-Hispanic Employees on Hispanic and Latinx Cultures
 - Addressing Microaggressions and Stereotypes
 - Promoting Cross-Cultural Collaboration
5. **Legal Considerations and Compliance**
 - Overview of Relevant Laws (e.g., Title VII, EEOC)
 - Ensuring Non-Discrimination and Equal Opportunity
 - Providing Language Access and Accommodations

6. Practical Tools and Resources

- Sample Policies and Guidelines
- Communication Strategies for Engaging Hispanic and Latinx Communities
- Partnerships with Hispanic and Latinx Organizations

7. Resources and Links

- Online Training Programs and Webinars
 - Hispanic and Latinx Cultural Resources
 - Recruitment and Employment Resources for Hispanic and Latinx Communities
-

Understanding Hispanic and Latinx Identities

1. Defining Hispanic and Latinx:

- "Hispanic" refers to people who trace their heritage to Spanish-speaking countries, while "Latinx" includes people from Latin American countries. The terms are not interchangeable and may have different meanings to different people.

The Diversity Within Hispanic and Latinx Communities:

- Hispanic and Latinx communities are incredibly diverse, including people of various races, ethnicities, nationalities, and cultural backgrounds. Recognizing this diversity is key to understanding and supporting these communities.

Common Challenges Faced by Hispanic and Latinx Individuals:

- Language barriers and access to resources.
 - Underrepresentation in leadership and decision-making roles.
 - Experiencing discrimination, microaggressions, and stereotyping.
-

2. Celebrating Hispanic American Heritage Month

Planning Inclusive Events and Activities:

- Organize events that showcase the richness of Hispanic and Latinx cultures, such as cultural fairs, food festivals, or music and dance performances.
- Involve Hispanic and Latinx employees in the planning and execution of these events to ensure authenticity and inclusivity.

Highlighting Hispanic and Latinx Contributions:

- Share stories and achievements of Hispanic and Latinx individuals in your industry or community through newsletters, social media, and internal communications.
- Create displays or digital content that highlight the contributions of Hispanic and Latinx figures in history, science, arts, and politics.

Engaging Hispanic and Latinx Employees in the Celebration:

- Encourage Hispanic and Latinx employees to share their cultural traditions, stories, and experiences.
 - Provide opportunities for Hispanic and Latinx employees to lead discussions, panels, or workshops on topics related to their heritage.
-

3. Creating an Inclusive Workplace for Hispanic and Latinx Employees

Recruitment and Retention Strategies:

- Partner with Hispanic and Latinx professional organizations and job boards, such as **Prospanica** or **LatinoJobs**.
- Highlight your organization's commitment to diversity in job postings and during the recruitment process.

Supporting Career Development and Advancement:

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

Establishing Hispanic and Latinx Employee Resource Groups (ERGs):

- Create ERGs focused on Hispanic and Latinx employees to foster a sense of community and support.
 - Encourage ERGs to participate in organizational decision-making and DEI initiatives.
-

4. Cultural Competency and Awareness

Educating Non-Hispanic Employees on Hispanic and Latinx Cultures:

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

Addressing Microaggressions and Stereotypes:

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

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 Hispanic and Latinx employees bring to the organization.

5. Legal Considerations and Compliance

Overview of Relevant Laws (e.g., Title VII, EEOC):

- **Title VII of the Civil Rights Act:** Prohibits employment discrimination based on race, color, religion, sex, and national origin, including Hispanic and Latinx identities.
- Ensure compliance with the **EEOC** (Equal Employment Opportunity Commission) guidelines on discrimination and harassment.

Ensuring Non-Discrimination and Equal Opportunity:

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

Providing Language Access and Accommodations:

- Offer translation and interpretation services for employees and customers who prefer to communicate in Spanish or other languages.
- 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 Hispanic and Latinx Communities:

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

Partnerships with Hispanic and Latinx Organizations:

- Collaborate with local and national Hispanic and Latinx organizations, such as **Hispanic Federation** or **LULAC (League of United Latin American Citizens)**, to support your DEI initiatives.
 - Participate in Hispanic and Latinx community events, such as **Hispanic Heritage Month celebrations** or **Latino Leadership conferences**.
-

7. Resources and Links

Online Training Programs and Webinars:

- **Understanding and Addressing Hispanic and Latinx Issues** by the Society for Human Resource Management (SHRM): [Link](#)
- **Cultural Competency Training** by the National Hispanic and Latino Mental Health Technology Transfer Center: [Link](#)

Hispanic and Latinx Cultural Resources:

- **Smithsonian Latino Center:** [Link](#)
- **Hispanic Heritage Foundation:** [Link](#)

Business, Recruitment and Employment Resources for Hispanic and Latinx Communities:

- **Prospanica:** [Link](#)
 - **LatinoJobs:** [Link](#)
 - **Latinos in Tech Innovation and Social Media (LATISM):** [Link](#)
 - **Hispanic-American International Chamber of Commerce:** [Link](#)
-

Conclusion

This toolkit is designed to provide organizations with the strategies and resources needed to celebrate Hispanic American Heritage Month and support Hispanic and Latinx 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 Hispanic and Latinx communities.



Diversity, Equality & Inclusion, Inc
26 Court Street, Suite 701
Brooklyn, NY 11242

Email: info@diversityequalityinclusion.org
Website: www.diversityequalityinclusion.org