
**UCLA Policy #XX UCLA Equity, Diversity and Inclusion
Education Requirement for Employees
DRAFT FOR REVIEW - 2/28/2023**

Issuing Officer: Vice Chancellor for Equity, Diversity and Inclusion
Responsible Department: Office of Equity, Diversity and Inclusion
Effective Date: [TBD]
Supersedes: New

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A. I. PURPOSE & SCOPE

UCLA is committed to advancing values of equity, diversity and inclusion (“EDI”) and to protecting civil rights in service of UCLA’s mission. The purpose of this Policy is to ensure that all UCLA employees have a common foundation on how to prevent discrimination and promote inclusion throughout UCLA.

This Policy requires UCLA employees to complete UCLA-provided EDI Education. The EDI Education requirement arises out of recommendations made by the Moreno Report and UCLA's Moreno Recommendations Implementation Committee and promotes compliance with federal and state laws prohibiting discrimination and harassment and University policies including but not limited to the UC Non-Discrimination Policy, the UC Sexual Violence and Sexual Harassment Policy, and the UC Gender Recognition and Lived Name Policy.

This Policy applies to all UCLA employees, including UCLA Health and student employees. Exceptions to this Policy must be approved by the Vice Chancellor for Equity, Diversity and Inclusion (“VC-EDI”) or designee. Requests for an exception may be made [add online form] and are to be approved by the Office of Equity, Diversity and Inclusion.

B. II. DEFINITIONS

For the purposes of this Policy:

EDI Education is online or other education, training, or informational material that provides information on EDI-related topics, as determined by the VC-EDI or designee, for the purpose of satisfying the minimum two-hour educational requirement required by this Policy.

C. III. POLICY STATEMENT

A. EDI Education Requirement

This Policy requires UCLA employees to complete a minimum of two hours of UCLA-approved EDI Education every two years. At the time of Policy enactment, the [UCLA EDI Education Series](#) is the approved provider of EDI Education, and the minimum two-hour requirement is satisfied by completing the series modules.

An existing employee who has not previously completed the EDI Education requirement must do so within 60 days of this Policy’s effective date. New or returning employees or transfers from other University of California locations must complete the EDI Education requirement within 60 days of hire.

After completing the initial EDI Education, employees must complete the requirement within two years of the previous completion date.

B. Compliance with the Policy

Failure to comply with this Policy may result in disciplinary action in accordance with applicable University policies, including but not limited to the Academic Personnel Manual for academic personnel, [UC Personnel Policies for Staff Members](#) and the applicable [UC Collective Bargaining Agreement](#).

The VC-EDI or designee will oversee procedures for Policy compliance. Employees are individually responsible for complying with this Policy. In addition, supervisors are administratively responsible for ensuring full compliance with this Policy, consistent with other University policies.

D. VI. REFERENCES

1. [Moreno Report and UCLA's Moreno Recommendations Implementation Committee](#)
2. [UC Non-Discrimination Policy](#)
3. [UC Sexual Violence and Sexual Harassment Policy](#)
4. [UC Gender Recognition and Lived Name Policy](#)

Issuing Officer

/s/ Anna Spain Bradley

**Vice Chancellor for Equity, Diversity and
Inclusion**

**Questions concerning this policy or procedure should be referred to the
Responsible Department listed at the top of this document.**