

*Directive/Memorandum - March 2020*  
*Diversity Initiative*



FACEBOOK-MPK



***Diversity Initiative***



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### Summary

Advancing toward inclusion and diversity has always been a staple at Facebook. However, as a company, we know we can do better. The following is an outline of various initiatives you can take on, as Human Resources Professionals, to increase diversity and inclusion in the workplace.

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## Cleanliness

- The workplace must be attractive to bring in a diverse talent base.
- It's easy to put off or minimize the importance of having a clean and organized workspace when faced with the weight of large projects, meetings and deadlines, taking time out to tidy your desk or office may seem nearly frivolous. However, remind employees a cluttered desk or office space can add to your stress, reduce productivity and impair your ability to focus.
- Encourage them to treat cleanup like the critical project that it is. Schedule it. And when they look at their schedule and see the big cleanup coming up, they will take it seriously.
- Ensure they don't consider it an optional activity that can be rescheduled if something better comes along. Remember: their efficiency and productivity may suffer if this is not done.

## Meeting Procedures

- Meeting spaces at MPK are designed to be open, collaborative, and productive spaces. However, it is natural for a conversation to turn to controversial matters. When this happens, employees should be aware of how to navigate the situation.
- Remind employees that negative opinions should be reserved for spaces outside of meetings and work areas. Employees are free to express dissenting opinions in break areas, at their desk and outside of the workplace
- Issues regarding controversial topics such as the following should be circumvented: Immigration, US Elections, POTUS, FLOTUS, etc.
- Ensure the employees are aware that meeting spaces should not be used for the gathering of political groups or discussions.
- Diverse workers at Facebook may not be familiar with US politics and will feel alienated and rejected during these deliberations, therefore it is better if they are not had in the first place.

- Employees should not request or demand that diverse workers speak English exclusively in meeting spaces or elsewhere in the workplace. Remind employees that discrimination of this nature is not tolerated.

## Conference Configuration

- Encourage employees to be mindful of sensitive subjects when attending in-person and video conferences.
- Non-diverse employees should be encouraged to “yield the floor” to diverse workers in an effort to foster more diverse thought and opinion.
- Remind employees to refrain from speaking over diverse workers or minimizing their opinions.

## Diversity Initiative Board (DIB)

- This new initiative includes a governing body known as the Diversity Initiative Board (DIB)
- Inform only select employees of the existence of the DIB on a “need-to-know” basis.
- Do *not* inform employees of who is on the DIB.
- Do *not* inform employees of the DIB review process.
- Giving unnecessary information to employees may damage the integrity and effectiveness of the DIB.
- In the event that guidelines in this directive are purposefully ignored, please escalate the situation to the DIB for review straightaway.
- In the event that the DIB must review noncompliance cases, the DIB will issue one of three recommendations: Termination, Diversity Training, or No Action.
- HR Professionals may submit evidence of noncompliance anonymously to the DIB.

- More information on DIB contact and submission procedures may be found in the “DIB Procedures” section of **HR Memo #9987**

## H-1B Processes

- H-1B visas are the gateway to a diverse workplace. Over 70% of Silicon Valley employees are H-1B Visa Workers.
- When interviewing American applicants, it’s important to offer them incentives to recommend H-1B visa workers they know. This will increase diversity in the workplace.
- When hiring for HR positions, it’s important to prioritize H-1B Visa workers, and this will stimulate the process of diversification of the workplace.
- Priority may be given to H-1B applicants from China and Korea to foster larger communities of diverse workers at Facebook.
- H-1B visa workers foster more creative and diverse efforts at MPK. Although *not mandatory*, we recognize that the priority of H-1B applicants in favor of American applicants is for the greater good of company culture.
- More on H-1B visa process may be found in **HR Memo #8763**

Conclusion

It's up to you as an HR Professional to ensure that Facebook is an inclusive and diverse workplace that benefits everyone. Any questions or comments regarding this directive should be directed to the DIB.

Regards,  
DIB

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