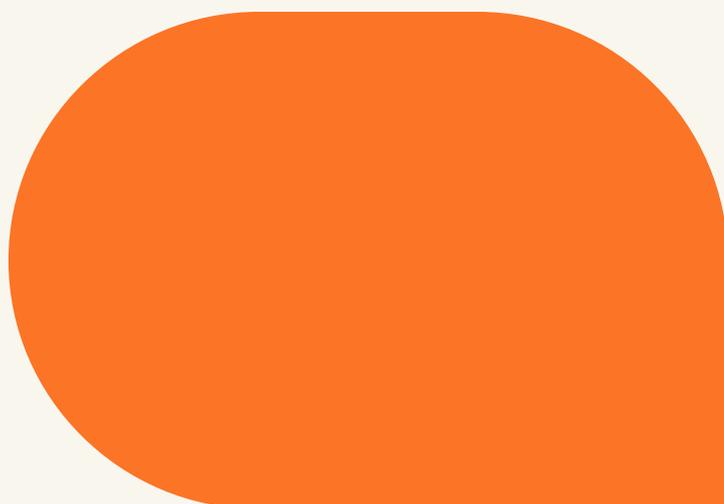
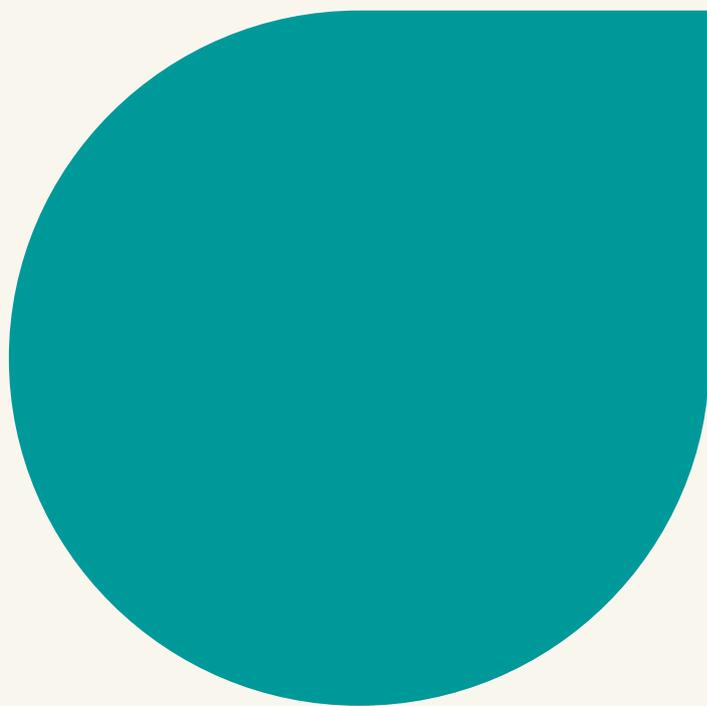
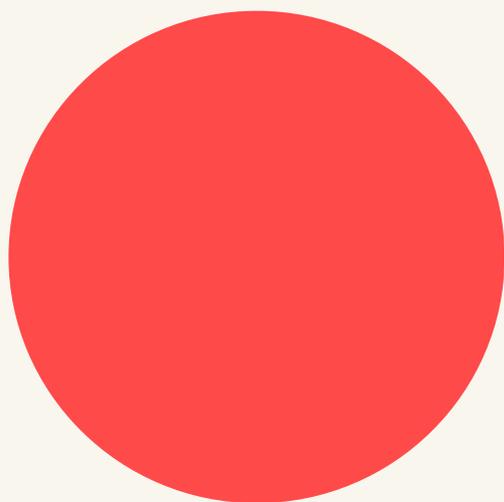




DIVERSITY, EQUITY, AND INCLUSION PLAN

SME Creative House, Skopje, 2025



» Contact Details

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✦ A. Diversity, Equity, and Inclusion Statement

Creative House is a socially responsible SME committed to promoting diversity, equity, and inclusion (DEI) across all organizational activities. We integrate DEI principles in our policies, projects, programs, and workplace culture, fostering equal opportunities for staff, collaborators, partners, and participants.

Creative House recognizes that a diverse workforce and inclusive project practices lead to stronger collaboration, innovation, and impact. Our leadership ensures that all organizational decisions, project planning, and community engagements reflect these DEI values. Inclusion is a shared responsibility of leadership, staff, volunteers, and partners.

✦ B. Steps to Developing a Diversity, Equity, and Inclusion Plan

B1. Education and Awareness

- Provide all staff, board members, project managers, and volunteers with educational resources on DEI principles.
- Conduct workshops and training sessions covering topics such as accessibility, gender equality, cultural awareness, and inclusive project design.
- Promote understanding of DEI frameworks and their practical application in project management, training delivery, and organizational operations.

B2. Definitions for Creative House

- Diversity: Representation of individuals of different backgrounds, including race, ethnicity, nationality, gender, age, sexual orientation, disability, socioeconomic status, and learning needs.
- Equity: Ensuring all individuals can fully participate in decision-making, training programs, and project activities regardless of barriers they may face.
- Inclusion: Creating an environment free from bias and discrimination where participants, staff, and collaborators feel valued, respected, and supported.

B3. Resources for DEI Practices

- Online DEI toolkits for nonprofits and SMEs.
- Training on inclusive education methods, accessibility, and adaptive learning strategies.
- Regular review of policies, educational materials, and project designs for cultural sensitivity and accessibility.

✦ C. DEI Surveys and Assessment

C1. Diversity Survey

- Staff, board members, and collaborators are encouraged to reflect on their understanding of DEI and participation in organizational activities.

Sample Questions:

1. Staff and project managers understand the definitions of diversity, equity, and inclusion.
2. Staff have received training on cultural competency and inclusive practices.
3. Staff actively engage in inclusive decision-making in project development.
4. Creative House values input from diverse community members in projects and programs.

C2. Equity Survey

- Evaluate how accessible Creative House's projects, materials, and events are to participants of diverse abilities and backgrounds.

Sample Questions:

1. Educational materials and online content are accessible to individuals with disabilities.
2. Events and workshops provide accommodations for participants (e.g., sign language interpreters, multilingual resources).
3. Staff seek input from participants to ensure project content meets diverse needs.

C3. Inclusion Survey

- Assess inclusivity within the workplace and project implementation.

Sample Questions:

1. Creative House policies reflect DEI values across staffing, partnerships, and projects.
2. Recruitment and volunteer engagement processes promote participation from diverse populations.
3. Decision-making includes perspectives from individuals of different cultural, social, and professional backgrounds.
4. Physical and digital spaces are accessible to all participants.

✚ DEI Recommendations for Creative House

1. Develop a formal DEI statement integrated into organizational policies, project planning, and internal culture.
2. Review recruitment, volunteer, and partnership policies to increase representation from diverse backgrounds.
3. Audit and revise all printed, online, and educational materials to ensure cultural sensitivity and accessibility.
4. Provide annual DEI training for staff, project managers, and volunteers.
5. Engage in continuous monitoring of projects, programs, and organizational policies to identify and remove barriers to equity and inclusion.
6. Strengthen partnerships with organizations that promote DEI and support marginalized groups.

✚ Inclusive Organizational Resources

Creative House will continuously identify, revise, and develop internal and external resources to ensure accessibility and inclusivity. These include:

- Educational materials and games adapted for different learning styles and abilities.
- Project platforms accessible to participants with disabilities.
- Online and printed communications designed to reflect diverse communities.

✚ F. Increasing Diversity in Leadership and Staff

- Ensure recruitment practices attract candidates from a variety of backgrounds.
- Encourage participation of women, youth, individuals with disabilities, and underrepresented groups in leadership roles.
- Promote mentorship and training opportunities for staff and volunteers from diverse backgrounds.

Skopje, 2025