



STATE OF WASHINGTON

OFFICE OF FINANCIAL MANAGEMENT

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STATE HUMAN RESOURCES

HR DIRECTIVE 23-01

Effective: February 1, 2023

Authorized: 

**WHO:** All executive branch agencies (excludes higher education)

**WHAT:** This directive requires executive branch agencies to meet standards for employee diversity, equity, and inclusion (DEI) training and development.

**WHY:** This directive addresses required employee training grounded in statewide foundational competencies that promote diversity, equity, and inclusion to support workplace culture change and service delivery improvements.

**BACKGROUND AND IMPORTANCE OF THIS WORK**

In April 2018, Gov. Jay Inslee called on agency directors to take action to create inclusive and respectful workplaces.<sup>1</sup> In 2022, Gov. Inslee issued [Executive Order 22-02](#), “Achieving Equity in Washington State Government,” which calls upon OFM State HR to issue a directive to require all executive cabinet agency employees to complete DEI training developed by the Department of Enterprise Services (DES).

As a result of the Governor’s direction, a statewide DEI Training Committee developed recommendations for foundational DEI training for the state workforce. The executive sponsors of this work – DES, OFM, and the Office of Equity – have worked collaboratively to include these recommendations in the enterprise course, *A Path Toward Equity: Disrupting Structural Racism through Awareness and Belonging*, developed by DES.

The goal of the foundational DEI training is to serve as the starting point for a shared foundation of critical knowledge for emerging learners and to complement agency changes in systems, policies, and practices.

**ACTION REQUIRED**

**Required training expectations**

The foundational DEI training is required for all employees of executive branch agencies.

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<sup>1</sup> [Governor Inslee Memo Inclusive and Respectful Work Environments.pdf \(wa.gov\)](#)

## **Prerequisite**

This foundational DEI training includes a prerequisite viewing of *The Who We Are Project*, a two-hour documentary by Jeffery Robinson. A learner must have completion of this prerequisite recorded in the Washington State Learning Center before they can register for the foundational DEI training.

Many state employees may have already viewed this documentary prior to this directive. For learners who finished the activity outside of the Learning Center, agencies are responsible for verifying that learners watched the film.

## **Training**

All executive branch agencies must ensure that their employees complete the foundational DEI training. Completion of the foundational training is expected within five (5) years of the date DES begins delivery.

## **Waivers**

Any waivers from this directive for individual employees or for approval of an equivalent non-cabinet agency-provided training must be approved by DES/OFM/Office of Equity – Director of State Human Resources and the Director of Office of Equity or their designees.

## **NEXT STEPS**

Agencies are encouraged to invite their employees to complete the prerequisite by screening the film, *The Who We Are Project*, which is available in the Learning Center. For employees who have completed the screening in the Learning Center, the completion is already recorded.

Employees who have completed viewing outside of the Learning Center need to have their completion recorded. Agencies need to communicate with these staff to approve and request their completion in the Learning Center.

DES is in the process of finalizing the training for delivery to executive branch agencies. The anticipated start time for this training is March 2023. Prior to the start date, DES will release information for scheduling and training delivery.