



**Office of Minority and Women Inclusion  
February 2023**

**Inclusive and Welcoming Onboarding Checklist**

**Prior to arrival, Divisions and Offices should:**

1. At least one week before the official start date, email the new team member a personalized welcome letter expressing excitement and appreciation that they are joining the CFTC and include information about what their first day/week will look like, expectations for what they should bring, dress code, and any additional details they should know such as who will greet them on their first day and how to reach their greeter if they have issues locating or accessing the building/office. The letter should also include a blurb on how to request a reasonable accommodation (RA) based on disability and religion, as well as the RA point of contact: [workforcerelations@cftc.gov](mailto:workforcerelations@cftc.gov).
2. Prepare your team. Openly communicate with current team members about how the new team member will contribute to the Division/Office. Set clear expectations about who they will work with and report to, what their responsibilities are, whether they'll be taking on anyone else's work, and what that handoff process will look like.
3. Consider assigning each new team member a peer mentor to provide support for at least the first 90 days of employment. Mentoring allows for building relationships and gives the new team member an opportunity to better integrate into the CFTC's workplace both physically and socially.
4. Develop personalized and friendly calendar invites for scheduling short 1:1 in-person or virtual meet 'n greets with the new team member and core team members and support staff during the first 2 weeks of employment.

**During the onboarding session(s):**

1. Share instructions on how to enable captions in writing and orally at beginning of each onboarding session. All pre-recorded onboarding videos should include closed captions and all presentation slides and handouts (digital and hard copy) should be accessible and Section 508 compliant.

2. Make sure that, as soon as they are hired, onboarding employees know that they can request a reasonable accommodation in the onboarding process and in the workplace based on disability and religion and who the point of contact is for that. (Employee and Labor relations is the point of contact--[workforcerelations@cftc.gov](mailto:workforcerelations@cftc.gov).) Employees should be provided with a copy of CFTC's Reasonable Accommodation Policy during onboarding.
3. Walk through some basic features for the MS Teams platform – how to upload your photo, how to access chat, how to silence your microphone, turn your camera on/off, etc.
4. Share instructions on how to either blur background or upload an alternate background during MS Teams meetings (this helps level the playing field for people who may not have nice home offices and may help encourage participants to turn on their cameras.)
5. Encourage all presenters and participants to introduce themselves (with cameras turned on if participating virtually) and share their personal pronouns, as well as a visual description. A visual description allows presenters to provide a physical description of what they look like for the benefit of audience members with vision loss. Visual descriptions are a great inclusive practice and can help people to avoid implicit bias, as well as help with understanding who is talking during a presentation.
6. In physical security section: include information specific to employees with disabilities in the presentation and brochure- let participants know that they can request a reasonable accommodation for someone to help them evacuate during a drill or real emergency if they have a mobility disability, have anxiety, etc. Here are a few quick links that have some information that could be useful:
  - a. <https://www.nfpa.org/-/media/Files/Public-Education/By-topic/Disabilities/EvacuationGuidePDF.ashx>
  - b. <https://www.fema.gov/about/offices/disability>
7. At some point in the onboarding process, someone (probably someone from HR) should go through the process of identifying a person's demographics if they did not disclose their demographics.
8. Connect new employees with leaders from Affinity Groups so they can learn more about the groups that are available and begin taking part.
9. Red emergency phones should be pointed out wherever they are on each floor during the in-person tour.
10. If other offices could present on employee rights that they facilitate, that would help promote equity (anti-harassment program, union complaints, whistleblower/inspector general, merit principles complaints, violations of veteran's rights, etc.).

11. New employees would benefit from hearing from other offices and receiving orientation as to what they do.

12. Orientation on training opportunities and subscriptions available through the Commission Learning Academy would be useful.

# CFTC Virtual Workshop

## “Respectful Interactions: Inclusive Language in the Workplace”

The Office of Minority and Women Inclusion (OMWI) and the CFTC Pride Affinity Group are proud to offer a virtual workshop: *“Understanding the Climate for LGBTQ+ Workers Nationwide”* presented by the [Human Rights Campaign](#) (HRC). During this one hour workshop, the HRC will discuss research revealing that, despite many advances in inclusive workplace policies and practices, 46% of lesbian, gay, bisexual, transgender and queer employees are “closeted” at work. The session will use data from HRC's workplace climate survey and report to reveal the pressure points in building LGBTQ+-inclusive workplaces as well as provide useful tools for LGBTQ+ employees and allies to make workplaces more warm and welcoming.

**Date: Wednesday, October 12, 2022**

**Time: 1 PM – 2 PM (EST)**

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 929-229-5003,,809189812#](#)

Phone Conference ID: 809 189 812#



**From:** [Wilson, Derrick](#)  
**To:** [Wilson, Derrick](#)  
**Subject:** FW: **\*\*Happening Now\*\*** Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex (LGBTQI+) Pride Month Program 2022  
**Date:** Tuesday, February 13, 2024 10:05:12 AM  
**Attachments:** [image001.png](#)

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**From:** OMWI <OMWI@CFTC.gov>  
**Sent:** Thursday, June 16, 2022 12:58 PM  
**To:** All CFTC <AllCFTC@CFTC.gov>  
**Subject:** **\*\*Happening Now\*\*** Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex (LGBTQI+) Pride Month Program 2022

## **OMWI COMMUNICATION**

**SUBJECT:** Lesbian, Gay, Bisexual, Transgender, Queer, and Intersex (LGBTQI+) Pride Month Program 2022

The Office of Minority and Women Inclusion (OMWI) along with the CFTC Pride Affinity Group are proud to announce the CFTC's observance of LGBTQI+ Pride Month. In the month of June, LGBTQI+ Pride Month is celebrated to honor the 1969 Stonewall Uprising in Manhattan, which was a tipping point for the Gay Liberation Movement in the United States. The 2022 CFTC theme established by the CFTC Pride Affinity group is "Resilience & Pride in Public Service." The theme celebrates the careers of Commissioner Goldsmith Romero and other LGBTQI+ federal employees, while also recognizing the persecution of LGBTQI+ individuals, as exemplified by [the Lavender Scare](#).

To officially honor LGBTQI+ Pride Month, OMWI and CFTC Pride will host a Fireside Chat with Commissioner Goldsmith-Romero. Colleagues from our peer FIRREA agencies at the Securities and Exchange Commission, Consumer Financial Protection Bureau, and the Federal Housing Finance Agency will also be in attendance at the event, joining CFTC staff in the virtual audience.

### **What do I need to know?**

- For a glossary of terms related to LGBTQI+ subjects, individuals, and communities, please visit the [Human Rights Campaign](#).
- Events and information on the Lavender Scare and inclusive workplace language will be forthcoming. More details to follow.
- Please [see this link for Microsoft Teams backgrounds](#) in support of LGBTQI+ Pride Month and instructions for use.
- For further information regarding LGBTQI+ Pride Month, please visit [Library of Congress](#).
- Please follow the CFTC on Twitter, LinkedIn, and Facebook, for social media

content celebrating LGBTQI+ Pride Month.

### When and where?

- Date: Thursday, June 16, 2022
- Time: 1 PM – 2 PM (EST)
- Location:

### Join on your computer or mobile app

[Click here to join the meeting](#)

### Or call in (audio only)

[+1 929-229-5003,638697488#](#) United States, New York City

Phone Conference ID: 638 697 488#

[Find a local number](#) | [Reset PIN](#)

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### Guidance for Contractors:

- Contractor staff may attend during their non-duty lunchtime.
- Attendance during duty hours is permitted only with the prior consent of the contractor and COR.
- Be aware that contractors will not be paid for the time spent at the event beyond the non-duty lunch time.

### What do I need to do?

- Please arrive 5-10 minutes early.

- Please add the event to your Outlook Calendar



### Questions?

- For program information, please contact Derrick Wilson at [DWilson@cftc.gov](mailto:DWilson@cftc.gov).
- For more information about the CFTC Pride Affinity Group, please contact Rebecca Mersand at [RMersand@cftc.gov](mailto:RMersand@cftc.gov).
- For technical issues, please contact [TelecomCollaborationContr@cftc.gov](mailto:TelecomCollaborationContr@cftc.gov).