

## [Template] Email: Update Demographic Data in HRIS

Hi Team,

As part of ACME CO.'s commitment to diversity and inclusion, [we/the People Team and DEI Committee] are seeking to have a better understanding of our current demographic data. We are requesting that each of you login to [insert HRIS] and update your personal, even if that is selecting "Prefer not to answer." We will open up [insert HRIS] for editing access until [XXXX].

Your participation in updating the data is critical for us to better understand the current state of diversity at ACME CO. how to prioritize our DEI efforts and create measurable progress.

We will make sure that the privacy of these fields is strictly maintained, and only the individuals on [the Human Resources side of the People Team will have access]. Any reports that we run will remove names and be used to help us measure the success of our initiatives.

This exercise is completely voluntary but highly encouraged. If you have any questions or concerns with this process, or how we will use this information, please contact [XXXX].

The information that we would like you to review, and update include:

- Job Role: Title/Departments / Functions (If this looks incorrect, please contact XXX)
- Location: City/State/Country
- Start Date
- Birth Date
- Race/Ethnicity
- Gender Identity
- Sexual orientation
- Disability status (If you require an accommodation, please contact XXX@XXX.com)
- Veteran status (Which best describes your Veteran status? Select all that apply)
- Highest level of educational attainment
- Do you identify as a first-generation college student?
- Highest level of educational attainment for your parent(s)?
- Parent/Caregiver status

Thank you,  
XXXX