



**GLOBAL DIVERSITY & INCLUSION BENCHMARKS:
STANDARDS FOR ORGANIZATIONS AROUND THE WORLD (GDIB)**
By Julie O'Mara, Alan Richter, and 95 Expert Panelists

PERMISSION AGREEMENT

REQUIREMENTS FOR USE

The Global Diversity & Inclusion Benchmarks: Standards for Organizations Around the World (GDIB) is sponsored by The Diversity Collegium, a nonprofit think tank, and is distributed free of charge. It is provided in a PDF format and distributed via the Internet, although it is also available in other formats and may be distributed elsewhere.

The authors, the Expert Panelists, and others who have been involved in the development, enhancement, and sponsorship of the GDIB have done so with a mission of advancing the D&I field. To stimulate the widest use possible, we are providing the GDIB at no cost in the hope that practitioners will share it with others and incorporate the thinking and value it represents in their work. We also ask that users engage with the authors and Expert Panelists to offer suggestions for improvement and achievement of the goals of increasing the visibility, usability, and relevance of GDIB.

There is no fee to obtain permission to use the GDIB; however, users must adhere to the following requirements and restrictions when using the GDIB:

- Requirement #1: Use of the GDIB constitutes an agreement to adhere to the copyright laws of the United States of America.
- Requirement #2: Always attribute all or any portions of the work by including this statement in a prominent position: "From *Global Diversity & Inclusion Benchmarks: Standards for Organizations Around the World* © 2016 Julie O'Mara and Alan Richter. Used with permission. All Rights Reserved."
- Requirement #3: Do not create translations or develop related or derivative works or versions based on the GDIB without special written permission from the authors.
- Requirement #4: For all GDIB-related communication, follow The GDIB Style Guide, which is on The Diversity Collegium website at diversitycollegium.org.

PROCESS TO RECEIVE PERMISSION

- Step 1: Read Requirements for Use above and the Frequently Asked Questions below. Be sure you are able to comply with all items.
- Step 2: Download this Permission Agreement and save on your computer.
- Step 3: Complete the form on your computer. It is designed for computer entry. You do not need to print it out. A typed signature is a legally binding signature. See instructions on the form. Save the completed form.
- Step 4: Attach your completed form to an email and send it to julie.omara@diversitycollegium.org.
- Step 5: The authors will review your request and, if approved, will sign the Permission Agreement and email it back to you.

Julie O'Mara
O'Mara and Associates
2124 Water Rail Avenue
North Las Vegas, NV 89084
USA
julie.omara@diversitycollegium.org
julie@omaraassoc.com
+1-702-541-8920

Alan Richter
QED Consulting
41 Central Park West
New York, NY 10023
USA
alan.richter@diversitycollegium.org
alanrichter@qedconsulting.com
+1-212/724-2833

FREQUENTLY ASKED QUESTIONS

May we pass GDIB along to others to look at? Yes, please do; no permission is required as long as you are simply sharing copies of the GDIB in its original form and format and with all copyright notices intact.

May we send GDIB to our employees and ask them to read it as part of their D&I education? Yes, but you must obtain signed permission and include attribution.

May we put all or portions of GDIB on our website? Yes, but only with signed permission and attribution.

What constitutes "using" the GDIB? Any application of the GDIB, in part or whole, for purposes of education, training, communication, strategy, assessment, measurement, or other purposes constitutes use.

I am a consultant. If I obtain permission to use the GDIB in my consulting work, does that allow all my clients to use it? No. Each client must complete the permission process.

May we use portions of the GDIB in publications, blogs, presentations, webinars, and the like? Yes. You may use and cite up to 300 words without obtaining permission. For more than 300 words or to use the Model or any other graphics, you will need to obtain permission. For GDIB citation (based on Chicago Style), use: O'Mara, Julie, and Richter, Alan, *Global Diversity & Inclusion Benchmarks* (www.diversitycollegium.org, 2016), PDF.

May we customize the GDIB? Yes, but only with special written permission of the authors. Please note that because care has been taken to consider and respect the opinions of the authors and the Expert Panelists, we are unlikely to approve any proposed customization that alters the substance of the GDIB or that does not follow The GDIB Style Guide. For example, if you are customizing to add your logo, sponsorship, a statement of support, suggestions for use, or other information or terminology related to a specific sector or industry, by changing a term such as "employees" to "associates," or the like, we will generally grant permission. However, if you want to change the Model to remove one of the four groups or move some of the Benchmarks into another level, we are unlikely to grant permission. Please do not hesitate to contact the authors to discuss your specific situation.

May we develop tools, including assessment tools, materials, slide shows, and the like related to the GDIB? Yes, but you must obtain special written permission for any such development and use and include attribution. We expect that such tools and materials will generally be offered free of charge. Please see below for guidance on use of the GDIB or derivatives of the GDIB to generate revenue.

May we sell tools, including assessment tools, materials, slide shows, and the like related to the GDIB? Possibly, but only with special written permission. We need to ensure that the free version of GDIB is not compromised. If you wish to charge a fee for any tools or materials related to or based on the GDIB, you must contact the authors to discuss your request. Please note that the authors may decide not to grant such permission, and any permission they do grant may be subject to additional conditions.

May I charge a fee for my services or to cover expenses to use the GDIB? Yes, as long as you clearly communicate that the GDIB itself is free and that anyone can use the GDIB at no charge and without consultant services. We understand how consultants can add value in using the GDIB.

However, we require that the GDIB itself be provided for free and that the client or end user is aware that the GDIB is available for no charge.

Does a permission request from one division or location of an organization cover all portions or units of the organization? Not necessarily. Please complete the required information on the form below as to which organizational unit(s) are requesting permission and assure that the person signing the form is authorized to sign for all units.

What wording should we use for attribution and how should it be displayed? “From *Global Diversity & Inclusion Benchmarks: Standards for Organizations Around the World* © 2016 Julie O’Mara and Alan Richter. Used with permission. All Rights Reserved.” Attribution must be prominently displayed.

If I received permission to use a prior version of the GDIB (2006, 2011, or 2014), does that permission apply to the current (2016) version as well? No. Use of the 2016 version is subject to the terms of this Permission Agreement. You must obtain permission as outlined here in order to use the 2016 version.

Does permission to use the GDIB also cover related GDIB User Tools provided on The Diversity Collegium and/or the authors’ websites? Yes, and the User Tools are subject to the same permissions and attribution requirements as the GDIB.

Does this Agreement terminate at any point in time? The authors reserve the right to terminate this agreement for any reason with thirty (30) days written notice.

Where may I find additional copies of this Agreement and other materials related to the GDIB? Go to www.diversitycollegium.org.

PERMISSION AGREEMENT

Description of the nature, aims, use, and target users of the project for which you are seeking permission:

Name of the person or organization seeking permission to use the GDIB. For organizations, please list all units, divisions, subsidiaries, and locations intending to use the GDIB.

Note to the organization: Please ensure that the signer below has the authority to sign for all organizational units listed here.

D&I manager or executive authorized to sign documents:

Name	Title
Organization	
Address 1	
Address 2	
City/State/Province/ZIP code/Postcode	Country
Business Telephone	Mobile
Email	Alternate email

All you need to do is type in your name and date. A typed name constitutes a legal signature for this form.

Full Name and Title

Date

Continue to next page

Contact information for administrative support, if other than above:

Name	Title		
Organization			
Address 1			
Address 2			
City/State/Province/ZIP code/Postcode			Country
Business Telephone		Mobile	
Email		Alternate email	

**Submission of this document indicates
your acceptance of the terms of this
Permission Agreement.**

If you have problems completing or sending this form, inquire to Julie O'Mara at julie.omara@diversitycollegium.org or call +1-702-541-8920 between 7:00 a.m. and 7:00 p.m. UTC-8 or United States Pacific Time Zone.

As requested above, the authors hereby grant permission to use the *Global Diversity & Inclusion Benchmarks: Standards for Organizations Around the World* (GDIB) and the GDIB User Tools provided on The Diversity Collegium and/or the authors' websites.

Julia M. O'Mara

Alan Richter

Date

Date