**DIVERSITY WEBSITE UPDATES**

*(In order of priority)*

1. Contact on bottom of web page update, “Do you have any questions or comments? If so, please contact, Serena D. Leong.”
2. Share Section – Employee contributions go to a repository page
   1. Added process to check every Monday. Lacey or I will post entries within 48 hrs. If there are any questions on appropriateness of content review with NHJ or PC.
3. Remove all Polo Ralph Lauren on site and replace with Ralph Lauren
4. Home page to reflect the most up to date entries and corresponding image (recipes, books, quotes etc.)
   1. Remove overlapping text
   2. Add date of entry?
5. Say Hello to section
   1. Remove EE’s who are no longer with the company
   2. Update titles
6. Update Names & Titles of EE’s spotlighted or remove title
7. Letter from Ralph
   1. Option 1 – Update welcoming letter, make it more accurate i.e. # of EE’s, remove Polo etc. (Turn off audio? Audio and letter will be different.)
   2. Option 2\* – Archive welcoming letter and give it a name i.e. “Diversity Website Launch Letter Oct. 2009” (It will still be accessible on the site.)
   3. Option 3 - Extract the following quote from the audio:

cid:image002.jpg@01CED564.DB4EE630

* Visual created to go along with it – for example the text of the quote to appear in an animated fashion on a plain colored screen, or over some images in the background, as it is spoken by RL (starting with “Each of you…”
* Select new, more current images to flash to the left of the quote

1. Diversity Council Section
   1. Remove all pictures 🡪 interim “picture coming soon…”
   2. Update list of members on councils
   3. Update intro and mention EU & Asia Diversity Councils
   4. Memo - to all Diversity council chairs/leads a picture will be taken at the next meeting which will be posted on the Diversity website. Please wear what you normally would wear etc.
   5. Coordinate photos to be taken of individual Diversity Synthesis members.
2. Culture Audit
   1. Update paragraphs with audits that have been completed since 2009 (EU, Asia, US and Canada 2013)
3. Diversity Calendar –
   1. Access approach – what is our “gold standard?” (Aim - Diversity Calendar to be meaningful and balanced with Diversity holidays and by region.)
      1. Focus on locations where we have the most offices, stores, most dense population of EE’s. (NY, NJ, NC, HK, Geneva, etc.)
      2. Disclaimer – It is our intent to highlight diversity events in a meaningful and balanced manner if you know of a great diversity related event not shown here please share. We welcome contributions.
         1. Regional content contributors who can vet and support the event
      3. “Can’t find something to do…” Check your local library or community college for more information
   2. Clean up visual consistency of posts
   3. Archive past years
4. Post Albums from past Diversity Events
   1. Contact Employee Communications get files and post or go through our own images and post