

Workplace Inclusion Charter Commitments

We commit to/that...

1. Workplace Culture.

- 1.1. Management will assess the organization's diversity, equity and inclusion climate; the initial assessment to be done within the first 3-6 months, then annually thereafter through check-in meetings, suggestion boxes, surveys, discussions, exit interviews etc. This is to ascertain if they are meeting the agreed diversity and inclusion practices, company policies and procedures, and to solicit feedback for continuous improvement.
- 1.2. All employees will enroll in training related to diversity, equity and inclusion, first to those holding supervisory positions and then, as possible, to all other employees (see "Resources").
- 1.3. Incorporate and encourage pronoun sharing and land acknowledgment under email signatures, during meetings, in company communications and self-introductions.
- 1.4. Incorporate and encourage land acknowledgment under email signatures, during meetings, in company communications and self-introductions.
- 1.5. Have a dedicated peer mentorship for all new employees, for a period of one to three months, that will include organizational cultural awareness and mutual feedback (see example in "Resources").
- 1.6. Encourage employees to participate in community events that celebrate and promote diversity and inclusion (see "Resources" for potential volunteering options).
- 1.7. Implement a method of publicly recognizing and appreciating employees whose leading behavior is exemplary in demonstrating workplace inclusion.
- 1.8. The Charter and a corresponding copy of the Community Resources package will be provided to all employees, and copies will always remain accessible.

2. Policies, Rights, Safety, and Regulations.

- 2.1. Provide employment standards brochures in plain language and distribute to all employees. At least one health and safety signage, and one employment standard poster to be displayed year-round in common employee area(s) (see “Resources”).
- 2.2. Adopt equitable hiring practices and ensure that there is a consistent onboarding process that includes a review of organizational inclusion charter (see “Resources” for guidelines).
- 2.3. Ensure that all organizational policies and procedures are translated into languages spoken by employees, or in plain language, and made readily available to all employees.
- 2.4. Have a no tolerance policy, in plain language, regarding discriminatory jokes, slurs, bullying, harassment. This policy will be posted in shared areas.
- 2.5. Evaluate the safety and accessibility of your shared spaces as it relates to not only physical but also the psychological needs of staff.

3. Workplace Accommodations.

- 3.1. Develop employment guidelines that consider religious, ceremonial, and cultural practices when it comes to time off requests and inform all employees in plain language.
- 3.2. Whenever possible, accommodate and celebrate distinct cultural and religious practices.
- 3.3. Provide mental health benefits and inform employees about accessible mental health services (see “Resources” for subsidized mental health services).
- 3.4. Ensure all sick leave policies include and accommodate mental health days for all employees.
- 3.5. Review policies to ensure everyone has the capacity to successfully complete their work; such as flexibility around scheduling, working remotely, ergonomic workstations, work with aids, etc.