

Workplace Inclusion Charter Commitments

Workplace Culture

1. Have a consistent and maintainable peer-to-peer mentorship around organizational culture that will be provided to new employees for one to three months, including a simple protocol to provide mutual feedback.
2. Management will hold a check-in meeting with their staff, or conduct a survey, preferably by an external party, to solicit feedback and suggestions related to workplace culture, company policies and procedures, and compliance with the Charter.
3. The Charter, and a corresponding copy of the Community Resources Package (see “Resources”) will be sent to all staff, new employees, and a copy will remain available at all times.
4. A clear policy will be put in place to make sure staff have opportunity to share their ideas, concerns and comments with the management.
5. All staff holding supervisory positions will enroll in at least one training related to diversity and inclusion topics. Wherever possible, this training should be provided by a community serving agency (see “Resources” for training opportunities provided by community organizations).
6. A minimum of one training session related to diversity and inclusion will be mandatory for all staff. Wherever possible, this training should be provided by a community serving agency (see “Resources” for training opportunities provided by community organizations).
7. Organize an employee appreciation event, or an employee recognition program that includes recognition for leading behavior, and achievements related to workplace inclusion.
8. Allow your employees paid time off to volunteer in organizations that celebrate diversity and promote inclusion (see “Resources” for potential volunteering options).

Policies, Rights, Safety, and Regulations

1. Evaluate the safety and accessibility of your shared spaces (washrooms, lunchrooms, parking area, etc.) as it relates to not only physical but also psycho-social and mental health needs of staff (see “Resources” for evaluation guidelines) and make necessary changes.
2. Employment standards brochures in plain language will be distributed to all staff. At least one health and safety signage, and one employment standards poster will be displayed year-round in common staff area(s) (see “Resources”).
3. Adopt equitable hiring practices (see “Resources” for guidelines).
4. Ensure that all organizational policies and procedures are translated in languages spoken by employees, or in plain language, and made available to staff through multiple communication channels.
5. Have a consistent onboarding process that includes a review of organizational inclusive practices.
6. Have a clear, simple, inclusive, no-tolerance policy regarding discriminatory jokes or slurs, bullying, harassment, and discrimination, and inform all staff in plain language.

Workplace Accommodations

1. Develop an employment policy that considers religious, cultural and ceremonial practices when it comes to time off requests and inform all staff in plain language.
2. Wherever possible, accommodate and celebrate different cultural and religious practices at work, such as prayer times, cultural potlucks, etc.

3. Incorporate and encourage pronoun sharing under email signatures, during meetings, etc. Model and normalize using pronouns in company communications and self-introductions, so that staff feel free to clarify and use their pronouns if they wish.
4. Ensure all sick leave policies include and accommodate mental health days for all staff.
5. Review policies to ensure everyone has the capacity to successfully complete their work. Examples include: flexibility around scheduling, working remotely, ergonomic workstations, and/or work with aids (e.g. music, headphones, etc.).
6. Provide mental health benefits, and/or inform employees via internal communication channels about accessible mental health services (see “Resources” for subsidized mental health services).