

# Workplace Diversity, Equity and Inclusion (DEI) Policy



## 1. POLICY

ABC Company recognizes the inherent dignity and worth of all individuals. ABC Company has adopted a Non-Discrimination and Anti-Harassment Policy to prevent all forms of workplace discrimination and ensure equality of opportunity to all regardless of race, national origin, ethnicity, colour, religion, sex, age, family status, sexual orientation, gender expression and identity, creed, previous criminal offences, and other characteristics and circumstances protected by the [province] human rights laws. However, the Company's commitment to the values of equality and individual dignity extends far beyond non-discrimination and doing what the laws require. ABC Company does not simply tolerate but embraces diversity and regards it as a vital source of moral and financial strength. Moreover, it applies the principles of inclusion to not only groups protected by human rights laws but personal differences of all kinds, including but not limited to, with regard to personal and political values, culture, experience, education, communications style and personal interests.

## 2. PURPOSE

ABC Company's vision is to establish and maintain a fully diverse, equal and inclusive workplace that is truly representative of all sections of society, including but not limited to those that have been historically excluded from or under-represented in our business. The purpose of this Policy is to set out a strategy for achieving that vision by ensuring that the principles of diversity and inclusion goals infuse all aspects of ABC Company operations.

## 3. LEADERSHIP COMMITMENT TO DIVERSITY

In recognition that diversity is an organizational goal that cannot be reached without active engagement at the highest levels, senior management will exercise leadership in advancing diversity and inclusion at ABC Company by taking the following steps [list all that apply]:

- Setting and regularly tracking progress made toward achieving measurable

objectives for advancing diversity and inclusion at all stages of the employment life cycle, including recruitment, hiring, retention and advancement throughout the Company;

- Establishing a DEI Committee comprised of management/executive level employees to oversee diversity and inclusion efforts at all levels;
- Ensuring the budget, staffing and other resources necessary to meet our diversity and inclusion goals; and
- Providing for diversity and inclusion education and training.

The *remainder* of this Policy outlines how ABC Company seeks to achieve DEI in managing its workforce and carrying out its business.

#### 4. RECRUITMENT

ABC Company will implement one or more of the following strategies to ensure recruitment and hiring of qualified employees with diverse backgrounds, knowledge and experience:

- **Promotional Materials**

HR and other hiring and recruiting personnel will ensure that ABC Company clearly expresses its commitment to diversity and inclusion in job ads, the career and other applicable sections of its website, communications, both formal and informal or verbal, with job candidates and other Company recruiting and promotion materials.

- **Job Interviews**

ABC Company will involve employees from diverse communities in the recruitment and interview processes. Those involved in the recruitment process will also receive training on “unconscious bias” and stereotyping to ensure that the interview and hiring processes are as fair and objective as possible.

- **Outreach & Collaboration** *[include if applicable]*

ABC Company will reach out to the following schools, community networks and organizations for assistance in maximizing diversity and inclusion in its recruitment and hiring processes. *[list]*

#### 5. RETENTION

ABC Company will implement one or more of the following strategies to promote diversity and inclusion in its retention efforts:

- **Performance Monitoring**

ABC Company will develop and communicate clear and objective performance criteria for all positions. Employees will receive performance reviews performed on the basis of those criteria at regularly scheduled intervals or more frequently on an as-needed basis. Supervisors and managers who conduct performance reviews will receive mandatory training on stereotyping, as well as overt and unconscious bias, and how they can affect performance review.

- **Mentoring**

HR will ensure that employees with diverse backgrounds are offered mentoring from

senior managers and recruit managers from diverse or historically under-represented backgrounds to act as mentors.

- **Surveying**

ABC Company will survey employees, supervisors and managers to get their views of the effectiveness of our diversity and inclusion efforts, and information about any discrimination or harassment at the Company that they have experienced or witnessed. HR will also conduct exit interviews of departing personnel and ask whether any overt or subtle forms of discrimination played a role in their decision to leave.

- **Reasonable Accommodations**

ABC Company will grant all requests for reasonable accommodations to the point of undue hardship in accordance with the ABC Company Accommodations Policy, human rights and other applicable laws.

## **6. PROMOTION & ADVANCEMENT**

ABC Company will implement one or more of the following strategies to promote diversity and inclusion in its promotion and advancement practices:

- **Transparency**

ABC Company will develop and communicate clear and objective performance criteria and time frames for advancement and promotion. Such criteria will be discussed during performance review. Supervisors and managers involved in promotion decisions will consider performance review documents in making their decisions and receive mandatory training on stereotyping, as well as overt and unconscious bias, and how they can affect advancement decisions.

- **Ensuring Diversity in Promotion Decisions**

ABC Company will have a diverse group of employees, supervisors and managers serve on its leadership team who will have direct input in promotion and advancement decisions.

## **7. COMPENSATION**

ABC Company will consider equity and inclusion in its compensation review processes and take active measures to identify and immediately rectify any gaps based on sex, race and other personal characteristics unrelated to the skills and experience needed to perform the particular position for which pay gaps exist.