THE WELCOMING WORKPLACE

INTEGRATING EQUITY, DIVERSITY, AND INCLUSION INTO WORKSPACES

WELCOME

This toolkit has been designed to provide the resources to discuss equity, diversity, and inclusion, what they mean and why they are necessary inside the work environment. This toolkit aims to dismantle stigmas, explain biases, and generate safe spaces for experiential learning opportunities for Indigenous, Black, and People of Colour (IBPOC) and non-IBPOC community members. The toolkit encourages creative engagement between all members of any given work environment, and hopefully, it will increase the representation of diverse role models. The resources used to create this toolkit have been carefully selected to try and help those interested in developing equitable learning environments that foster personal growth and improving relationships. The resources will be presented in a way that's accessible, entertaining, interactive, and non-threatening; they are not intended as a substitute for hiring an EDI consultant or to developing diversity, inclusion, and anti-racism policies, but rather as an introductory and inspiring way to get oriented to fundamental principles.

This toolkit is not intended to be a one-time training piece; anyone is not expected to become a professional on the topics shared after finishing the overall content.

LAND ACKNOWLEDGMENT

Kamloops Immigrant Services would like to acknowledge that the geographical scope of this toolkit was made within the ancestral, traditional, and unceded territory of the Secwepemc Nation, Nlaka'pamux Nation, and Syilx tmixʷ (Okanagan) Nation.

MODULE 2

SELF-ASSESSMENT TOOLS

This toolkit has adapted two styles of self-assessment tools for your organization to utilize. The first assessment tool has a personal approach, it is expected for managers, coordinators, and/or employers themselves to go through each statement and answer them as accurate as they can. The second assessment tool is aimed at being used as a team. Either you include managers only or have employees and management do this together; you can decide how the tool is utilized.

1 Personal Self-Assessment Tool

Instructions:

This self-assessment tool is designed to help you evaluate your organization's current EDI awareness and practice level. Please rate each statement on a scale of 1 to 10, where 1 means strongly disagree, and 10 means strongly agree. After completing the assessment, review your scores and identify areas of strength and improvement.

SELF-ASSESSMENT TOOL

STATEMENT	1 - 10
Our organization has a written EDI policy communicated to all employees and stakeholders.	
Our recruitment and hiring practices ensure diversity in our workforce.	
Our organization provides ongoing training and education on EDI topics for all employees.	
We actively seek out and engage with diverse communities and perspectives.	
Our policies and practices are inclusive of all individuals, regardless of their identity or background.	
Our organization clearly plans to advance EDI in our workplace and the broader community.	
We regularly evaluate and monitor our practices to ensure they align with EDI principles.	
We have established partnerships and collaborations with organizations that prioritize EDI.	
We have a formal process for addressing and resolving complaints related to discrimination, harassment, or exclusion.	
We regularly collect and analyze data on our EDI practices to identify areas for improvement.	

Assessment tool adapted from: the RP group.

Scoring:

Add your scores for each question and divide by 10 to get your average score.

Interpreting Your Scores:

1-4: Your organization may focus less on EDI practices and may need to take action to increase awareness and implementation.

5-8: Your organization has some awareness and implementation of EDI practices, but there may be room for improvement.

9-10: Your organization is committed to EDI practices and has strong awareness and implementation.

2 TEAM-BASED SELF-ASSESSMENT TOOL

Instructions:

For the guiding questions under each framework component in the detailed assessment, reflect on and document the current standing/progress, any planned next steps (with timelines), and resources needed for the effort being assessed.

Once the guiding questions are answered, discuss among team members where the program, process, practice, or policy stands in relation to the Equity Framework for advancing equity and collectively answer the final question about the team's overall assessment of the program, process, practice, or policy.

Enter the items from the self-assessment under the Next steps or areas of focus and Support and resources needed in the action plan. Add information on the timeline and person/group(s) responsible.

Assessment tool adapted from: the RP group.

Equity-Minded is a perspective or lens underpinning the operations of the organization that centers on recognizing and redressing systems of oppression in its policies, practices, and actions. This area is about self-reflection, examining and prioritizing who is/has been most directly impacted.

Component and Guided Questions	Current standing/progress	Next steps and/or supports
Try to consider and prioritize groups that have been historically marginalized.	Success and progress:	Next steps or areas of focus:
	Challenges and barriers:	Support and resources needed:
Address or redress past or current practices, processes, and systems that produced inequities.	Success and progress:	Next steps or areas of focus:
	Challenges and barriers:	Support and resources needed:
What would contribute to a culture enabling growth and improvements focused on equity?	Success and progress:	Next steps or areas of focus:
	Challenges and barriers:	Support and resources needed:
Use language, process, or practice open and welcoming to all groups.	Success and progress:	Next steps or areas of focus:
	Challenges and barriers:	Support and resources needed:

Adapted from uOttowa.

Cultural Humility is the ability to reflect critically upon and acknowledge our own biases, perspectives, shortcomings, and limitations of our expertise as part of the process of learning and building the capacity to improve our community and the communities we serve, honouring the work, voice, and perspectives of those who have an experience with our institutions.

Identify our biases, perspectives, positionality, shortcomings, limitations, and how they influence practice.	Success and progress:	Next steps or areas of focus:
	Challenges and barriers:	Support and resources needed:
Incorporate multiple voices and perspectives into practice (e.g., processes, products), including those outside the area of expertise or historically marginalized groups.	Success and progress:	Next steps or areas of focus:
	Challenges and barriers:	Support and resources needed:

Adapted from uOttowa.

Distributive Leadership (DL) is an equity-minded approach to leadership. DL is a collective commitment to lead and implement change, unified by a shared vision. It welcomes a variety of perspectives and leadership potential. It is not limited to one person or position, ensuring those impacted by implementing the vision are valued, included, and empowered to enforce change within their roles.

Provide opportunities to engage new individuals who may have access to resources and serve as a subject matter expert to help advance the work?	Success and progress:	Next steps or areas of focus:
	Challenges and barriers:	Support and resources needed:
Empower all those involved to lead/implement change?	Success and progress:	Next steps or areas of focus:
	Challenges and barriers:	Support and resources needed:
Include ample opportunities for deliberating and implementing a unified vision?	Success and progress:	Next steps or areas of focus:
	Challenges and barriers:	Support and resources needed: