

# Building Inclusive Workplaces

## Best Practice Research

### Status of Action Plan

- Developed in 2012 with input from community groups across Kings County
- Unanimously approved by Council in October 2012
- Funds allocated in 2013/2014 to begin implementing Action Plan

### Four Strategic Areas for Action

- Our WELCOMING community
- Our EDUCATED community
- Our ENGAGED community
- Our COMMITTED community

Work on inclusive workplaces falls within 'Our Committed Community'

**Goal:** To demonstrate a commitment to eliminating racism and discrimination by investing in sustainable supports for inclusion and diversity work at the municipal level.

**Objective:** Develop and implement clear, effective policies based on best practices to ensure inclusive environments free of discrimination.

**Action:** Compile best practices for diversity management policies

### What do we mean by a diverse workforce?

Elements of a diverse workforce include race or ethnicity, religion, culture or newcomer status, geography, language, politics, gender, beliefs, sexual orientation, economic status, abilities, skills and interests.

A diverse workplace reflects our communities.  
(hrcouncil.ca)

### What is employment equity?

Employment Equity means treating everyone with fairness, taking into account people's differences.

Sometimes Employment Equity means treating people equally despite their differences. Sometimes it means treating them as equals by accommodating their differences.

Employment Equity is about proactively eliminating barriers faced by certain groups in society.  
(HRSDC)

## Key Steps to Creating an Employment Equity Plan

Collect and analyze information about your current workforce – does it reflect the diversity of the local community?

Examine existing systems and policies – are there barriers to diversity that need to be addressed?

Develop an employment equity plan with short and long term goals – how will you improve representation rates, address barriers and accommodate diverse employees?

Review and revise the plan every few years

Developing an employment equity plan must include consultation and collaboration among employers, employees and unions.

The success of employment equity initiatives depends on commitment from organization leadership and management.

## What does an Employment Equity Plan Include?

- An education component to build awareness and understanding
- Shared definitions of key terms
- Measures for each goal so you will be able to demonstrate progress
- Specific policies and goals related to:
  - Recruitment
  - Orientation
  - Professional development
  - Promotion
  - Compensation
  - Benefits
  - Classification
  - Working conditions