

## GLOBAL Questions

Q1: How long have you been employed with this organization?

- Less than a year
- 1 to 3 years
- 4 to 7 years
- 8 to 10 years
- 11 – 20 years
- More than 20 years

Q2: From the following options, please select the description that best reflects your position within your organization:

1. Frontline team member requiring on-the-job training
2. Supervisor overseeing frontline teams
3. Middle Manager or administrator
4. Senior Manager or administrator
5. Executive / C-Suite
6. Owner / Principal

**Q1 The following questions are designed to assess how elements of workplace diversity practices are reflected in your organization's policies and procedures.**

### DIVERSITY IN POLICIES AND PROCEDURES

1. My organization has a formal, publicized, statement on what diversity and inclusion mean to our organization.
2. My organization has a Diversity and Inclusion Policy.
3. My organization has a Cultural Awareness Training Policy.
4. My organization has an Anti-Racism Policy.
5. My organization has a Workplace Accommodation Policy.
6. My organization has a Diversity and Inclusion committee or council.
7. If you agreed with the statement above, is your Diversity and inclusion committee or council diverse? Select N/A if you did not agree.
8. Accessibility Training is part of an employee's on-boarding process.

**Q2 The following Questions are designed to assess the inclusivity of your organization's policies and PRACTICES**

### INCLUSIVITY IN POLICIES AND PROCEDURES

1. My organization has a conflict resolution policy that complies with our rights and responsibilities as outlined by the Ontario Human Rights Code.
2. There is equitable access to opportunities in my organization.
3. My organization has a policy that includes and accommodates religious and cultural holidays, celebrations, and events that are practiced by employees during work hours.
4. My organization keeps employees updated and informed when there are changes to policies and procedures.
5. My organization consult with diverse employees when appropriate to change policies

**Q3 The following Questions are designed to assess the various elements of diversity and inclusion practices within your organization's recruitment process**

### DIVERSITY IN RECRUITMENT

1. My organization's job descriptions are easily understood and free of bias. (e.g. use of terms that appeal to different communities, gender neutral description, etc.)
2. My organization's brand and promotional materials visually reflect its diversity.
3. My organization looks like my community.
4. Employees responsible for hiring new staff are diverse and/ or trained on inclusive hiring practices
5. My organization presents itself as a place that supports and values diversity in its workforce.
6. My organization has specific diversity and inclusion objectives related to employee recruitment and/or career development
7. My organization has an evaluation system to measure achieving diversity and inclusion objectives.

**Q4 The following questions are designed to assess how elements of workplace inclusion and diversity practices are reflected in your organization's recruitment process.**

**Inclusion and DIVERSITY IN RECRUITMENT**

1. My organization deploys diverse outreach strategies to expand and diversify its recruiting pipeline such as partnering with different cultural organizations and services in this city and conducts outreach with these communities when recruiting for a new position.
2. My organization's uses a *blind* resume strategy where the HR department removes the names on resumes before they are evaluated by the hiring committee.
3. Employees responsible for hiring new staff receive specialized training on bias-free hiring.
4. My organization considers different approaches to interviews (Zoom interviews, non-formal networking events, etc.) to lessen the pressure for diverse candidates.
5. My organization is moving beyond an equitable opportunity employer disclaimer on its job ads to a more comprehensive approach to diversity and inclusion messaging (i.e. including pictures of accessible working spaces on social media and its careers page).
6. My organization accommodates different needs in interviews, such as providing a sign language interpreter, assistance with paper forms, or extra time to complete a test.
7. My organization provides mandatory Equity Diversity and Inclusion training for all hiring committee members that includes instructions on how to recognize and combat unconscious, implicit, and any other kinds of bias.
8. My organization has made an effort to learn about different cultural organizations and services in its community.
9. My organization supports candidates with different needs in the recruitment process.
10. Offices and interview locations within my organization are accessible to people with disabilities.

**Q5 The following questions are designed to assess the level of inclusion within your organization's culture**

**INCLUSION IN CULTURE**

1. My organization provides regular feedback opportunities for employees on staff satisfaction and to assess their feelings of belonging.
2. My organization has easily understood internal communications encouraging employees to express their concerns.
3. My organization takes active steps to create a work environment free from stigma, intolerance and discrimination.
4. The religious and ethnic diversity of our employees is considered when planning social events and large meetings (i.e. food, music, holiday celebrations and observances, games, etc.).
5. Employees in my organization feel safe being themselves at work.
6. My organization actively engages a diverse group of people in its decision-making.
7. My organization regularly seeks to engage and understand its employees.
8. My organization has allocated a space for employees to practice prayer and spirituality

**Q6 The following Questions are designed to assess the level of inclusion of an organization in terms of accommodating different needs**

**INCLUSION IN ACCOMMODATION**

1. My organization is aware of the rights of its employees and its responsibility to accommodate as outlined by the Ontario Human Rights Code.
2. My organization provides flexibility regarding when, where, and how people work, when possible.
3. My organization actively supports employees with technology such as assistive devices to complete their work more effectively.
4. My organization supports the needs of employees living with mental/physical disability and help them reach their full potential.

**Q7 The following questions are designed to assess how elements of workplace inclusion and diversity practices are reflected in your organizations practices of career development and employee retention.**

**INCLUSION AND DIVERSITY IN EMPLOYEE RETENTION AND CAREER DEV**

1. My organization has specific diversity targets for all levels of staffing, including **management**.
2. Leaders in my organization seek out the opinions of employees as part of the decision-making process.
3. There is equitable access to opportunities in my organization.
4. Professional development opportunities within my organization are equally available to everyone.
5. My organization actively recognizes the accomplishments of its employees.