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A Practical EDI Guide for Employers

Kingston's Workplace Inclusion Charter

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Land Acknowledgment

Agenda

1) Introductions

2) The City of Kingston and the Workplace Inclusion Charter: Background History

3) KEYS and the Workplace Inclusion Charter: A Brief Introduction

4) Exercise: Reviewing a Job Description and an EDI statement

5) Inclusion Coaches as Experts with Lived Experience

6) An Employer's Perspective: Kingston

7) Employer Insights and Outcomes: Video

8) Questions & Discussion

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A Brief History of Kingston

- Kingston is home to nearly 137,000 people and is the urban hub of Southeastern Ontario.
- It is one of the oldest cities in Canada (1673) and its history is closely intertwined with that of the British Empire
- As a result, Kingston has traditionally been a white, anglophone community mostly recognized for Queen's University and its many prisons.

The Workplace Inclusion Charter

- 2016: **Workforce Development and In-migration Strategy**

- Addressed the retirement of the baby boomer generation

- 2018: initiatives incorporated EDI but lacked a concrete plan

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The Workplace Inclusion Charter

- 88% of Kingston residents feel our community is enriched by having a diverse and inclusive population (2017 City of Kingston survey)

- 7 out of 10 witnessed racism and discrimination in the community
(2019 KEYS study on immigrant recruitment & retention in Kingston)

- ~50% of newcomers have experienced racial or cultural discrimination at work
(2019 KEYS study on immigrant recruitment & retention in Kingston)

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The Workplace Inclusion Charter

- For successful retention, local employers needed to improve the experiences of diverse populations in the workplace
- Kingston is a city of small and medium enterprises that rarely have the knowledge and / or the resources to organise and implement internal EDI initiatives
- The Charter works with employers to assess their workplace, identify achievable goals, and provide them with the supports and resources to achieve them.

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The Workplace Inclusion Charter

- Ecosystem in Kingston for employers, service providers, and groups systematically excluded from the labour market
- Collaboration on creating more inclusive work environments
- Addresses two pressing workforce development challenges:

  1) increased participation of systematically excluded groups in the economic life of the community
  2) expansion of the labour pool for employers who are struggling to find talent

Impact on the Municipality

➢ Lead by example
➢ Formally adopt Charter
➢ Start process of changing a large, complex organization that is both an employer and a service provider.

Key developments to date:
- Establishment of EDI Office – develops/delivers on internal EDI initiatives.
- Concrete engagement in community events as both a lead and a supporter
- Changes to procurement, training, and hiring policies

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Regional Expansion

- Small and rural communities struggling to attract and retain newcomers.

- Initial funding limited our scope to the City of Kingston

- 2022: grant obtained to expand Charter project to surrounding communities through support for their municipal corporations.

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Some Background Information on KEYS

- Largest provider of comprehensive employment services in Kingston and its surrounding region for 40 years.
- KEYS is a registered charity.
- Over 5,000 jobseekers / year
- Job seekers, entrepreneurs, employers, and newcomers to Canada
- KEYS is now the largest provider of comprehensive services to Newcomers in the Region.

The Workplace Inclusion Charter

✓ **Promote equity, diversity and inclusion in workplaces**

✓ **Address local workforce needs**

✓ **Leadership in creating vibrant, diverse, and inclusive communities**

Phases of the Project
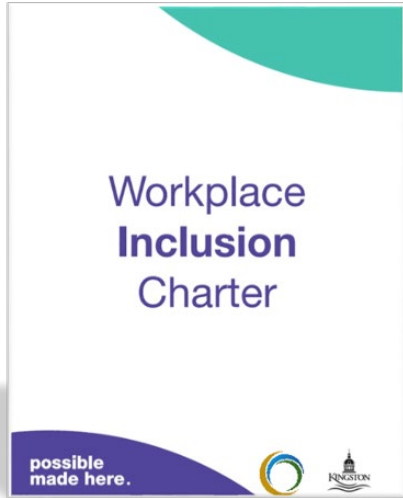
October 3, 2019

Pilot Phase

Newcomers

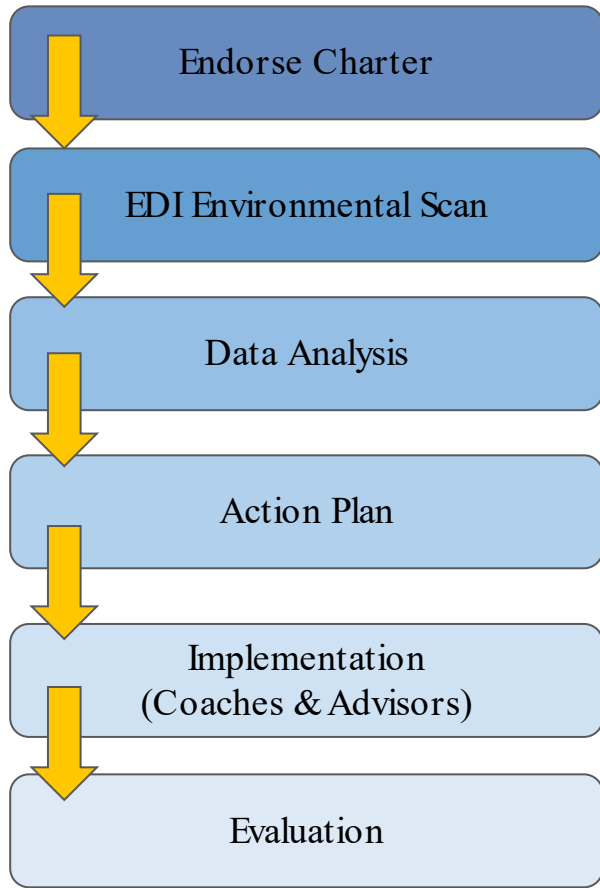April 2020

Phase II

Racialized People
Indigenous People
People with
Disabilities

September 2022

Phase lll

Gender-based lens

Municipalities

Workplace
Inclusion
Charter

possible
made here.

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The Toolkit

- ✓ **Policy Reviews / Procedural Audits**

- ✓ **Samples / Checklists / Guidelines / Other Templates**

- ✓ **Organizational Initiatives**

- ✓ **Workshop / Training / Presentation – as a bonus**

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1. Inclusive Hiring Practices Review

2. Diversity Statement & EDI Policy Review

3. Diversity Data Collection

4. Feedback, Engagement, and Recognition

5. Improving Diverse Recruitment Pipelines

6. Mentorship or Buddy Program

7. Equity & Inclusion in Arts Services Organizations

8. Accessibility for Ontarians with Disabilities Act & Access Forward Online Training

9. Disability Policy Review: Accommodation & Return to Work Process and Planning

10. Improving Workplace Accessibility in Remote Work Environments

11. Remote Work Training: Zoom and Microsoft Accessibility Features

12. Tips for Planning Inclusive Events

13. Understanding & Accommodating Workplace Mental Health

14. Community Benefits & Social Procurement

15. Resource Groups, Inclusion Committees, Communities of Practice

16. Navigating Race in the Canadian Workplace

17. Anti-Harassment, Complaints & Investigations Policy Review

18. Truth & Reconciliation in the Workplace: How to Write a Land Acknowledgement

19. OFIFC's Indigenous Cultural Competency Training

20. Indigenous History & Presence in Kingston

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21. University of Alberta's "Indigenous Canada" online course (free)

22. Cultural Safety, Indigenous Awareness & Inclusion

23. KAIROS Blanket Exercise

24. External Corporate Training for Larger Employers working with Indigenous Peoples

25. How to Promote Indigenous Professional Development

26. Indigenous Recruitment & Retention Training (*Indigenous Link*)

27. Developing Inclusion Expertise and Institutional Capacity

28. Understanding Unconscious Bias & Teaching Tolerance

29. The Benefits of Diversity

Exercise

Curtain Call Theatre Company

Job Description

Curtain Call Theatre Company (CCTC) is a safe, inclusive workplace for everyone. We are an equal opportunity employer. We strongly encourage applications from people of all races, religions, national origins, genders, sexual orientations, gender identities, gender expressions, and ages, as well as Indigenous people and individuals with disabilities. We understand that people come from a variety of backgrounds and have different needs. Please reach out to accessibility@cctc.ca if you require an accommodation at any point of the recruitment and selection process. All information received relating to a candidate's required accommodation will be addressed confidentially. Some candidates may see a long list of job requirements and feel discouraged because they don't match every single bullet point – please apply anyway.

At Curtain Call Theatre Company (CCTC), we have:

- Floating holidays
- Hybrid work – you determine where you need to be every day
- Leave for all parents
- Family and domestic partner benefits

Position: Technical Director

Salary: $65,000/year

Department: Production

Reports to: Production Manager

The Technical Director oversees the operation and technical needs of performance spaces. He/she works closely with directors, designers, and production heads to reach artistic goals within allotted resources.

Job Responsibilities

- Coordinate and oversee all technical elements for theatrical productions (including planned recorded productions) and any rental productions
- Oversee the scenery financial and labor budgeting of the shows
- Articulate scenic engineering needs to Design departments
- Direct the purchasing of all scenic materials
- Decide on the construction, installation, maintenance and repair of structures and components of structures made of wood, wood substitutes, lightweight steel, and other materials
- Lead the construction, load-in, rigging, run and strike of all productions

Competencies Required

- Strong knowledge in MA Lighting, lighting control systems. Knowledge of hang, circuit, colour, and focus of conventional and moving lights. Program and operate lighting consoles

Highlight parts of the job posting that you would like to see if you were a job seeker in one colour and use a different colour to highlight parts that you think could be a barrier to some folks.
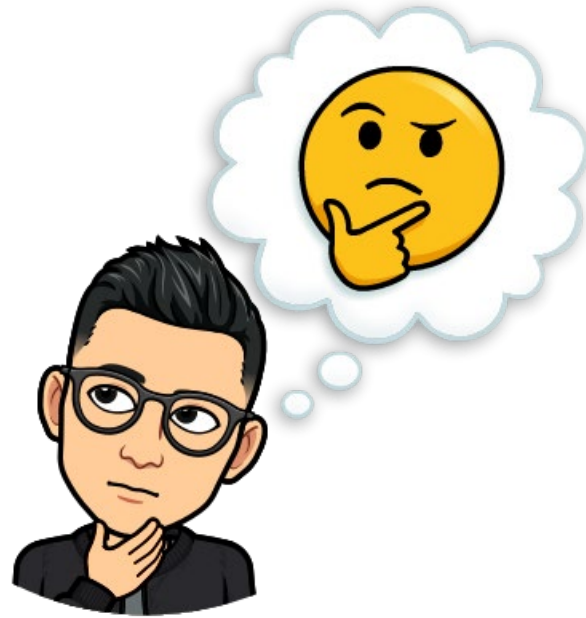
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Inclusion Coaches as Experts with Lived Experience

Who Makes Up Our Team and Why Is It Important?

- Diverse team with a range of lived experiences and unique knowledge standpoints
- Passionate about making more equitable, diverse, and inclusive workplaces
- Using practical tools in a team environment

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The Work We Do (Practical Steps)

- Learning about the employer

- Regular team meetings

- Use of Charter Toolkit and industry-specific research

- Presentation to the employer

- Revision of deliverable (as needed)

- Submission of deliverable

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What Makes This Model of Inclusion Coaching Special?

- Empowering inclusion coaches in their workplaces

- Building capacity for community-wide changes

- 1 story

  ➢ How one employee appraisal policy review taught me the value of employee feedback

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An Employer's Perspective

Kingston Health Sciences Centre (KHSC)

- Integration of two hospitals - Kingston General Hospital & Hotel Dieu Hospital

- Southeastern Ontario's complex, acute and specialty care, research and teaching hospital

- One of the region's largest employers - ~6000 staff, ~2000 healthcare learners, ~1000 volunteers

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Why did we join the Workplace Inclusion Charter?

- Unity and alignment to Kingston community

- Goals of project aligned with our organization's goal

- Enhances our existing efforts towards Inclusion @ KHSC

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What Do We Appreciate About Working With Workplace Inclusion Charter?

- Meets you where you are at

- Uniquely tailored to your organization

- Strong connection to business goals

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The Value of the Workplace Inclusion Charter

- Strengthen Partnerships

- External/Community Feedback

- Free

The Workplace Inclusion Charter Employer Experiences and Outcomes (Video)

Questions & Discussion

How do you create helpful organizational strategies when best practices are regularly changing?