



POLICY

Section	Health and Safety	Date Board Approved	Jan, 2023
Policy #	H-100	Revision/Review Date	
Subject	DEIB – Diversity, Equity, Inclusion and Belonging in the workplace		
Department	Facility		
Related Regulations & Policies	H-9 Workplace violence, P-18 Employee code of conduct, H-93 Harassment Prevention, H-99 Anti Bullying Policy		

Diversity, Equity, Inclusion, and Belonging (DEIB) in the Workplace Policy

Purpose

Cypress View Foundation (CVF) is dedicated to promoting diversity, equity, inclusion, and belonging in the workplace. We celebrate and welcome the diversity of all employees, stakeholders, and external personnel.

CVF has adopted this policy as part of its commitment to foster an environment where everyone feels as though they belong and that their dignity, beliefs, and identity are respected. To achieve this, we strive to create a supportive work environment and a culture that welcomes everyone and encourages equitable opportunities for all employees. CVF will comply with all applicable legislation in pursuit of these endeavors.

Definitions

Belonging: Feeling supported, valued, and accepted when presenting one’s most authentic self.

Dignity: Being treated respectfully and ethically because of one’s inherent worth.

Discrimination: Treating people unequally or making a distinction based on prohibited grounds that results in a burden, obligation, or disadvantage that is not imposed on others or that limits access to opportunities, benefits, and advantages available to other members of society.

Diversity: The presence of a variety of unique qualities, identities, or experiences.

Equity: Access to opportunities that is fair and accounts for the different experiences people have based on factors that are protected by human rights legislation.



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Inclusion: Creating a culture that embraces, values, and respects diversity and supports all members through equitable practices.

Microaggressions: Commonplace direct or indirect slights, insults, generalizations, or insensitive actions made at the expense of historically marginalized groups whether intentionally or unintentionally offensive.

Prohibited grounds: The characteristics that an employer must not use as reasons to discriminate against a person or group under human rights legislation. Sometimes called protected characteristics. Prohibited grounds may differ by jurisdiction.

Unconscious bias: The inclinations or assumptions (such as stereotypes and prejudices) that a person may have about social and identity groups, or the persons who belong to these groups, that operate without our awareness.

Guidelines

Company Commitment

CVF is committed to observing and following relevant human rights, equity, and privacy legislation to prevent discrimination based on any prohibited grounds. CVF is also committed to developing, learning, and following best practices to improve diversity, equity, inclusion, and belonging in every area of CVF operations.

Leadership teams will set goals respecting diversity and inclusion in various CVF operations (such as recruitment and promotions). Leadership will track and review these goals annually. Additionally, CVF will administer regular surveys to employees for feedback on the diversity, equity, inclusion, and belonging practices of CVF.



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CVF will strive to create a culturally competent workforce by:

- Providing adequate training about diversity, equity, inclusion, and belonging.
- Ensuring leadership teams are trained on unconscious bias regarding recruiting, performance management, and terminations.
- Encouraging positive attitudes towards cultural differences.
- Raising awareness of and eliminating unconscious biases and the harmful effects of prejudice, discrimination, and microaggressions; and
- Learning from persons with diverse backgrounds and experiences.

Equitable Opportunity

Employees will not be negatively affected by any actions or decisions relating to hiring, compensation, promotion, benefits, job assignments, transfers, layoffs, return from layoffs, CVF-sponsored programs or events, or any other opportunities due to a protected characteristic that they may have.

Equitable development opportunities will be available to all employees and will have clear criteria for promotions. Personnel decisions will be made based on the qualifications and performance of employees and upon successful completion of the internal application process. A protected characteristic will not be used against a person in consideration for a promotion, and no opportunities will be unfairly withheld from any employee. CVF will ensure that leadership teams are trained properly on unconscious bias, diversity, and inclusion, and how to evaluate and promote employees equitably.

Accommodation

In accordance with human rights legislation, CVF will provide accommodations for persons who require them. Anyone requiring accommodation should let their Manager's and The Human Resource and Workflow Manager know.



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Training

CVF may use various training initiatives to foster cultural competencies. Every employee will receive training about diversity, equity, inclusion, and belonging as part of their onboarding and whenever CVF identifies a need for a refresher or new training on the subject. All training will be inclusive and will not be unfairly administered to or withheld from employees.

Recruitment

CVF is dedicated to recruiting and retaining a qualified workforce and is committed to hiring practices that are fair and equitable. CVF and its hiring managers will always seek to hire the most qualified candidate for a position. A protected characteristic will not be used against a person during the hiring process.

CVF will ensure that the search and hiring processes are fair and equitable so that each candidate has a fair opportunity throughout the process regardless of any protected characteristic they may have. CVF will ensure that all employees in a recruiting position have been trained on unconscious bias to promote objectivity in their hiring decisions. Employees of diverse backgrounds, experiences, and identities will be involved in the recruiting process, and they will interview a diversity of candidates, if possible. CVF will also offer any necessary and reasonable accommodations to candidates throughout the recruitment process.

Complaint Process

If an employee feels that this policy has been breached, they may file a verbal or written complaint with the Human Resources and Workflow Manager. Attempts should be made to reach a resolution with the offending party or with the Departmental Manager before filing a formal complaint; however, if the employee does not feel comfortable approaching these persons about the matter, they may contact the Human Resources and Workflow Manager directly. The complaint will be reviewed and addressed confidentially.



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Occurrences of violence or harassment should be reported in accordance with the Respectful workplace expectations, H-93 Harassment Policy, P-18 Employee code of conduct and H-9 Workplace Violence and H-99 Anti Bullying Policy.

Board Chair Signature

Date