

# MUNICIPALITY OF DUTTON DUNWICH'S DIVERSITY, EQUITY, AND INCLUSION (DEI) PROGRESS, GOALS AND OBJECTIVES

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The Municipality of Dutton Dunwich recognizes the inherent dignity and worth of all individual, the values of equality and embraces DEI.

DEI is regarded as a vital source of moral and financial strength. Moreover, it applies the principles of inclusion to not only groups protected by Human Rights laws but personal differences of all kinds, including but not limited to, personal and political values, culture, experience, education, communications style, and personal interests.

The Municipality's vision is to establish and maintain a fully diverse and inclusive workplace that is truly representative of all sections of society, including but not limited to those that have been historically excluded from or under-represented.

The Municipality is focused on setting out a strategy for achieving that vision by ensuring that the principles of our DEI goals permeate all aspects of the Municipality's services and operations.

In recognition that DEI is an organizational goal that cannot be reached without active engagement at the highest levels, Council and Management will exercise leadership and commitment in advancing DEI in the Municipality by taking the following steps:

- Set objectives for advancing DEI at all stages of the employment life cycle, including recruitment, hiring, retention and advancement throughout the Municipality reflecting the qualities and differences of the broader population it serves.
- Ensuring budget planning, staffing and other resources necessary to meet our DEI goals are available.
- Providing for DEI education and training.
- Supports and promotes the breaking down of barriers, deconstructing biases, identifying systemic racism, and fostering and promoting an inclusive, respectful, and welcoming environment for all who interact with the Municipality; and
- Commitment to the principles of DEI when doing business, delivering services, programs and providing opportunities.

## **DIVERSITY, EQUITY AND INCLUSION SUCCESSES TO DATE:**

- **Human Resource implemented its DEI Plan and Policy (WE 26-2022)** in the fall of 2022 to provide a framework for staff which aligns with our corporate strategic priorities and supports existing and future policies and procedures, those of which currently include:
  - ☑ Violence in the Workplace Policy (WE 01-2014)
  - ☑ Workplace Harassment and Discrimination Policy (WE 02-2014)

- ☑ Commitment to a Civil Workplace Environment and Workplace Interactions Policy (WE 03-2014)
  - ☑ Accommodations in the Workplace Policy (WE 04-2014)
  - ☑ Emergency Workplace Response for Employees with Disabilities Policy (WE 05-2014)
  - ☑ Code of Conduct for Employees Policy (WE 12-2014)
  - ☑ Code of Conduct for Members of Council and Local Boards Policy (WE 17-2114)
  - ☑ Post Traumatic Stress Disorder – Anti Stigma Policy (WE 24-2017)
  - ☑ Council Member/Staff Relationship Policy (WE 25-2020)
  - ☑ Return to Work – Accommodating Employees with PTSD Procedure (HS&W 75-2017)
  - ☑ Accessibility Training Procedure (A 09-2017)
  - ☑ Requests for Accessible Formats and Communication Procedure (A 10-2017)
  - ☑ Service Animals in the Workplace Procedure (A 11-2017)
  - ☑ Support Persons Procedure (A 12-2017)
  - ☑ Waiver or Reduction of Rental Fees for Municipally Owned Facilities Policy (A 23-2019)
  - ☑ Patron Conduct Policy (AP 02-2015)
  - ☑ Hiring Policy (RR 04-2014)
  - ☑ General Grants Policy - Culture and Heritage (F&A 11-2016)
- The plan and framework was provided to all staff (existing and new hires) which successfully raises education and awareness. Providing staff with the knowledge, skills, and resources to reduce racism and discrimination, and improve DEI.
  - Strives for a diverse, talented workforce that is reflective of our community.
  - Provides a welcoming culture to enable employees who come from all backgrounds to feel comfortable bringing their authentic selves to work, fostering an open, inclusive, safe environment for employees that will contribute to an enhanced sense of cohesiveness and belonging.
  - Provide clear, confidential processes for reporting any violations of harassment and discrimination.
  - Has identified and addressed systemic barriers within the Municipality.
  - Strengthen and works with diverse communities to ensure our programs and services meet the needs of everyone.
  - issues and complaints according to the procedures outlined in the Harassment and Discrimination Prevention policy.
  - Support individuals who experience discrimination.
  - Implement various AODA policies to destigmatize and treat others with dignity.
  - Increased the diversity of job applicants and new staff.
  - Review recruitment practices to remove barriers impacting employment of a diverse workforce.
  - Improved collaboration with diverse community members and organizations to actively celebrate National Truth and Reconciliation day with our local indigenous communities, schools, and other community members.
  - Continue to engage our diverse communities in a meaningful way.

## **DIVERSITY, EQUITY, AND INCLUSION GOALS 2024-2026:**

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- To provide opportunities for community members to be heard and participate in decision-making process.
- Developing a well-thought out and systematic education plan, including implementing ongoing (vs one-time) Unconscious Bias, Anti-Bias & Diversity Flexible work arrangements to meet the individualized needs of each employee.
- Celebration of holidays and important calendar dates for faith-based groups, human rights groups, and cultural groups.
- Continue to focus on truth and reconciliation through staff education, awareness and reflection to honour the National Day for Truth and Reconciliation, including education sessions on Indigenous history, truth and reconciliation, resources and training materials.
- Seek out and celebrate DEI to mark Black History Month, International Women's Day, Asian Heritage Month, Jewish Heritage Month, National AccessAbility Week, National Indigenous History Month, Pride Month, Emancipation Day and Islamic Heritage Month.
- Providing free or low-cost recreation programs for residents with low incomes.
- Create more opportunities to engage youth and seniors.
- Ensuring spaces are sensory-friendly or offering times with reduced noise and stimulation.
- Understanding and affirming how we need to treat each other through anti racism training for all staff and management.
- Continue to improve access to information and services for all residents.
- Understanding who we are and how workplace policies and practices impact us through developing and implementing actions to address gaps.
- Establishing anonymous and safe means for staff to share experiences, feedback, and complaints.

### **Activities may include:**

- Review Municipal forms for inclusive language and gender neutrality.
- Review the recruitment process.
- Creating programs that provide recognition of DEI activities that positively impact the Corporate culture and foster a welcoming environment for staff.
- Have a Cultural Celebrations Calendar of events.
- Promote staff awareness and participation in events and initiatives i.e., Black History Month.
- Actively attract ethnic businesses; and
- Investigate a quiet room/space at a Municipal facility.

### **Training and Education:**

- Diversity, Equity, and Inclusion (DEI) fundamentals training.
- Anti-Black Racism/Anti-Racism training.
- Providing and promoting educational sessions.

- Continually reinforce and set the expectations for a harassment free and respect in the workplace.

## **SUPPORTING PRINCIPLES**

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### **Policy Development**

When we make policies equitable and accessible, we take action to ensure that everyone is included in the Municipal culture.

### **Communications**

When we apply equity and inclusion to all communications, we take action to ensure that everyone is heard and informed.

### **Strategic Planning**

When we apply a vision of DEI to our planning, we take action to create a Municipality for everyone.

### **Recruiting and Hiring**

When we integrate DEI in our hiring practices and policies, we take action to increase diverse skills and perspectives in the workplace.

### **Working with People**

When we treat people with respect, we are taking action to create a welcoming workplace and quality service.

### **Training Staff, External Contractors/Services and Volunteers**

When we apply DEI to all stages of the training process, we take action to create an environment where everyone can contribute.

### **Program and Service Delivery**

When we consider the range of DEI, we take action to eliminate barriers so that everyone can benefit.

### **Events, Celebration and Recognition**

When we prepare for a calendar of events, celebrations, or recognition, consult with persons or group during the process.