

1.12 Diversity, Inclusion, Equity and Belonging Policy Supporting Document

Best Practices

Foundational Diversity, Inclusion, Equity and Belonging Practices (DIEB)

We are committed to fair, accessible, and inclusive practices across all areas of our work. Our organizational processes are intentionally designed to reflect our DIEB values and to reduce barriers for individuals and communities that have been historically and structurally marginalized. These practices guide how we engage staff, volunteers, applicants, and community partners, ensuring that our decisions and actions are grounded in equity and transparency.

Outreach for Hiring, Volunteer Roles and Funding Opportunities

- All opportunity announcements are reviewed for inclusive language and are free of gender coded or exclusionary terms.
- Postings are designed to be accessible, readable and welcoming to a broad audience.
- Opportunities are shared across free platforms and individuals within the organization are encouraged to circulate the postings within their networks (newsletter, external non-profit organizations, media etc.).

Accessibility & Bias Mitigation

- Accessibility accommodation is offered, upon request, at every stage of the hiring process and throughout the grant and bursary application process
- Structured matrix or evaluation rubrics are often used to promote fairness and transparency.

Committees

- Committees are assembled to reflect a range of identities and lived experiences whenever possible
- Committee members are encouraged to approach interviews and/or grants and bursary applications with fairness, openness and acknowledgement of potential bias
- Committees (Special Events, Grants and Awards & Bursary) use standardized materials and assessment tools, including equity-informed matrices, to promote fairness, consistency, and transparency in all evaluations.
- Junior committee members are encouraged to share their impressions first to reduce hierarchical influence

Recruitment and Selection

- Multiple staff/board members review resumes using consistent criteria
- Volunteers and board members are selected through a consensus-based process led by the Nominating Committee, reflecting the foundations' commitment to equity and representation.