2023 WIC COMMITMENTS

Capacity Building

☐ Designate a central location to house settlement and community resource information for staff.

☐ Enroll one or more leaders in Upstander Training with YWCA Banff.

☐ Enroll one more leader in intercultural competence training and share what you learned with your team.

☐ Provide access to Employee Assistance Program (EAP) benefits to all employees after 30-days of employment.

Culture, Language, and Newcomer Inclusion

☐ Support referrals to Settlement Services in the Bow Valley (SSBV) at onboarding and when sponsoring Permanent Residency applications.

☐ Provide Settlement Services in the Bow Valley (SSBV) with a point-in-time staffing profile for your organization.

☐ Adopt a standard operating procedure outlining when and how professional language interpretation & translation will be used in your workplace.

☐ Have your employee handbook reviewed for plain language considerations or complete the AWES workshop and self-assessment.

For more information, contact:

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BOW VALLEY IMMIGRATION PARTNERSHIP
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BOW VALLEY
Workplace
Inclusion
Charter
2023

inclusioncharter.ca/bowvalley

2023 WIC
COMMITMENTS

Culture, Language, and Newcomer Inclusion *(continued)*

☐ Share a memo on the importance of English language instruction with all leaders responsible for scheduling.

☐ Adopt a policy that offers colleagues flexible time away from work to accommodate religious, spiritual, and personal health commitments.

Accessibility

☐ Add an equal opportunity (or 'pro-diversity') employer statement to recruitment advertisements with directions on how to request accommodations during the hiring process.

☐ Attend a Disability Awareness & Inclusive Workplace Education session with Vecova and complete the follow-up action planning exercise.

LGBTQIA2S+ Inclusion

☐ Make at least one type of staff facility gender neutral.

☐ Become a Bow Valley Pride Network (BVPN) Member.

Bonus Commitments

☐ Strengthen the Workplace Inclusion Charter program by mentoring other signatories or sharing your industry insights.