

Bow Valley Workplace Inclusion Charter (WIC)

2023 Signatory Checklist



Theme	2023 WIC Commitments	Selected Commitments	Steps	Completed	Deadline
Getting Started	Before you start: <ul style="list-style-type: none"> Select your goals Sign the Declaration of Commitment to Workplace Inclusion* 		1) Talk to your team members to set your goals and select commitments		
			2) Senior management sign and submit the 2023 Declaration of Commitment		
			3) Optional: Submit your checklist of selected commitments to BVIP		
	Tell your team about your Workplace Inclusion Charter commitments.		1) Send an all-staff announcement re: WIC participation		Within 30 days of signing
Capacity Building	Designate a central location to house settlement and community resource information for staff.		1) Complete Community Resources Sign-Up Form		
	Enroll one or more leaders in Upstander Training with YWCA Banff.		2) Create & maintain accessible info hub		31-Dec
			1) Enroll in training		
	Enroll one more leader in intercultural competence training and share what you learned with your team.		2) Complete training & evaluation form		
			3) Obtain Certificate of Completion		31-Dec
	Provide access to Employee Assistance Program (EAP) benefits to all employees after 30-days of employment.		1) Complete training		
			2) Obtain Certificate of Completion		
			2) Host on-site training		31-Dec
		1) Update policy			
		2) Update employee handbook			
		3) Announce policy change		31-Dec	

All signatories are required to complete these 5 actions.

Bronze-level Champions: Fulfill 5 required commitments. **Silver-level Champions:** Fulfill an additional 5 commitments (10 total). **Gold-level Champions:** Fulfill an addition 8 commitments (13 total).

* Signing the Declaration of Commitment signifies your intent to fulfill your WIC commitments. Plan your actions so you have sufficient time to meet your goals for each commitment by the required deadlines.

** Vecova training: There are 3 workshop options; see WIC website for details.

*** Bonus commitments: a) Existing Working Group members only b) Returning signatories only c) First time signatories only.



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Email: bvip@banff.ca | Cell: (403) 431-0705
WIC Resources: inclusioncharter.ca/bowvalley
 bvipartnership.com [bvipartnership](https://www.facebook.com/bvipartnership) [bowvalleylocals](https://www.instagram.com/bowvalleylocals)



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Culture, Language, & Newcomer Inclusion	Support referrals to Settlement Services in the Bow Valley (SSBV) at onboarding and when sponsoring Permanent Residency applications.	🏆	1) Develop referral procedures		
			2) Troubleshoot with SSBV		31-Oct
	Provide Settlement Services in the Bow Valley (SSBV) with a point-in-time staffing profile for your organization.		1) Collect information for profile		
			2) Send profile to SSBV		
	Adopt a standard operating procedure outlining when and how professional language interpretation & translation will be used in your workplace.		1) Write procedure		
			2) Communicate procedure to team members		
			3) Try out procedure & document results		
Have your employee handbook reviewed for plain language considerations or complete the AWES workshop and self-assessment.			1) Hire AWES or complete AWES workshop		
			2) Submit Plain Language Next Steps Activity		31-Dec
			3) Submit Plain Language Checklist		31-Dec
Share a memo on the importance of English language instruction with all leaders responsible for scheduling.			1) Send memo to leaders		31-Dec
Adopt a policy that offers colleagues flexible time away from work to accommodate religious, spiritual, and personal health commitments.			1) Update policy		
			2) Update employee handbook		
			3) Announce policy change		31-Dec
Accessibility	Add an equal opportunity (or 'pro-diversity') employer statement to recruitment advertisements with directions on how to request accommodations during the hiring process.	🏆	1) Post & document qualifying ad #1		
			2) Post & document qualifying ad #2		31-Dec
	Attend a Disability Awareness and Inclusive Workplace Education session with Vecova and complete the follow-up action planning exercise.		1) Register for training		31-Aug
		2) Complete training (see details)**		16-Nov	
		3) Submit follow-up activity (3 item action plan)		31-Dec	
LGBTQIA2S+ Inclusion	Make at least one type of staff facility gender neutral.	🏆	1) Establish gender neutral facility or facilities		30-Nov
			2) Complete BVPN site visit		31-Dec
Become a Bow Valley Pride Network (BVPN) Member.			1) Contact Banff Pride or Canmore Pride to get started		
			2) Complete 9 BVPN Actions		31-Dec
Bonus	Strengthen the Workplace Inclusion Charter program by mentoring other signatories or sharing your industry insights.***		a) Join 2023 WIC Working Group, OR		Expired
			b) Mentor a new WIC Signatory, OR		31-Dec
			c) Attend Debrief Meeting for New WIC Signatories		Jan 2024

