DIVERSITY, EQUITY AND INCLUSION Framework

Purpose:

This strategic framework is to help Oakville Public Library plan how best to achieve our organizational and people goals for diversity, equity and inclusion. It provides a shared direction and commitment for the organization so we can work together to respect and value our diverse community to build a more inclusive library.

The framework comprises of three key goals and identifies the priorities and actions we will take in 2023 to ensure their achievement. It also outlines the key roles and responsibilities and how we will track progress and measure success.

Goals:

1. Workforce diversity – recruit from a diverse, qualified group of candidates to increase diversity of thinking and perspective

2. Workplace inclusion – foster a culture that encourages collaboration, flexibility and fairness to enable all employees to contribute to their potential and increase retention

3. Sustainability and accountability – identify and breakdown systemic barriers to full inclusion by embedding diversity and inclusion in policies and practices and equipping leaders with the ability to manage diversity and be accountable for the results

Oakville Public Library

Plan:

GOALS	OBJECTIVE	ACTIONS	ACCOUNTABILITY	BY WHEN	MEASURING SUCCESS
Workforce diversity	Recruit from a diverse, qualified group of candidates to increase diversity of thinking and perspective	1. Advertise roles in a broad range of publications 2. Ensure a diverse range of candidates are represented at shortlist stage 3. Ensure all postings incorporate inclusive language 4. Train hiring managers on identified bias and appreciate differences. 5. Review interview process through an inclusive lens and make adjustments as identified.	Human resources All hiring managers/supervisors		Increase in the representation of diverse employees Feedback from candidates on hiring process.
Workplace inclusion	Foster a culture that encourages collaboration, flexibility and fairness to enable all employees to contribute to their potential and increase retention	1. Provide inclusive leadership training for managers 2. Establish employee resource groups	Executive Leadership team		All managers participate in inclusive leadership training Employee advocacy group(s) are established

| Sustainability and accountability | Identify and breakdown systemic barriers to full inclusion by embedding diversity and inclusion in policies and practices and equipping leaders with the ability to manage diversity and be accountable for the results | 1. Identify and review key policies and practices to pinpoint and remove systemic barriers to inclusion
2. Implement a key performance indicator (KPI) for diversity and inclusion for all employees
3. Identify core services and programs and schedule and guidelines for using the Inclusion Evaluation tool as regular review of both developing and existing programs/ services. | Employee Resource group

Senior leadership team | | All identified policies and practices are reviewed and updated as needed

KPI is embedded into all employees performance plans

Percentage of identified scheduled reviews completed. |

Roles and responsibilities:

All employees have the responsibility to maintain an environment that is safe, respectful and productive. Everyone has the right to be treated fairly within the workplace in an environment that recognises and accepts diversity.

We can all contribute by participating in workplace diversity and inclusion activities and opportunities and complying with all anti-discrimination and workplace diversity legislation.

Managers and supervisors can contribute by displaying a positive commitment to workplace diversity and inclusion, being role models, fostering an inclusive workplace culture, dealing quickly and effectively with inappropriate behaviour and participating in diversity training and encouraging team members to attend.

The success of the framework is dependent upon the support of everyone in the organziation. Everyone has a responsibility for contributing to a culture which supports and values diversity and inclusion.

Additional Evaluation methods:
- Diversity Survey result update
- Tracking of staff composition
- Staff Focus groups / Employee Resource Group feedback