

EQUITY, DIVERSITY AND INCLUSION POLICY

1. Introduction:

Canadian Wood Council (“CWC”) believes that equity, diversity, and inclusion (“EDI”) go hand in hand. Organizations that leverage the opportunities of a diverse workforce also commonly work to identify and address possible systemic barriers embedded within policies and practices that inadvertently exclude individuals.

To better reflect diversity within our organization, CWC acknowledges the need to attract and retain a skilled, diverse workforce, and value the diversity of our employees by leveraging individual characteristics, experiences, values, and skills.

Through the implementation of this policy, we aim to embrace equity, diversity, and inclusion, and recognize that different backgrounds, strengths, and perspectives will continue to make CWC stronger and ensure that our leadership, team, and workplace reflects and respects the diversity of our workforce, our members, our partners, and the larger Canadian demographic.

2. Scope & Application:

This policy applies to all employees of CWC, including full-time, part-time, and temporary employees, contractors, internships, co-op placements, and all members of CWC’s Board of Directors, in their respective roles, duties, decision-making and conduct. All other CWC policies should be interpreted and applied in keeping with the principles of this policy, including areas such as recruitment, hiring, employment benefits, accommodation, work assignments, promotional opportunities, and compensation.

The application of this policy and its success depend on the commitment and effort of every member of the CWC team, in particular management. This includes not engaging in, allowing, condoning, or ignoring behaviour that violates this policy. No personal reason or conviction shall exempt any individual from their duty to adhere to this policy.

3. Purpose:

Equity, diversity, and inclusion is a policy and practice of ensuring persons of all characteristics can participate and achieve at CWC. The main objective of this policy is to define and support a caring and inclusive culture in the workplace to foster creativity and openness, invite different backgrounds, strengths and perspectives, embrace other’s ideas and contributions, and as a result, make CWC more relevant and valuable to CWC members. One of the ways CWC demonstrates our commitment to equity, diversity, and inclusion is through the development and implementation of this policy.

4. Statement of Principles:

CWC strives for equity, diversity, and inclusion in our workplace and practices. When we refer to equity, diversity, and inclusion in this policy, we mean the following:

- **Equity** is the process of recognizing the existence of systemic social inequalities or barriers and introducing proactive actions to achieve parity and equal opportunity in policy, process and outcomes for historically underrepresented or marginalized groups of people and diverse communities (e.g. women, persons with disabilities, Black, Indigenous or people of colour (“BIPOC”).)
- **Diversity** is a practice of accepting, welcoming, respecting, valuing, and supporting persons of all backgrounds and characteristics. Diversity demands an active effort to remove any barriers to being part of our Association and, particularly for persons who have been historically marginalized and excluded based on characteristics including but not limited to gender identity, disability, race, ethnicity, sexual orientation, culture, ancestry, religion, and other personal characteristics.
- **Inclusion** is the constant, conscious effort to involve, in all aspects of work for CWC, persons who might be excluded based on their backgrounds or personal characteristics. Inclusion requires that we identify, address, and remove barriers to inclusion in all processes, policies, plans, practices, programs, and services.
- **Commitment to an EDI Culture:** CWC commits to fostering a workplace environment that:
 - Embraces equity, diversity, and inclusion by taking progressive action to remove barriers to being a part of CWC;
 - Evaluates individual and group performance on the basis of observable and measurable behaviours and competencies;
 - Operates under transparent policies and procedures;
 - Demonstrates consistency in our interactions with everyone;
 - Creates and maintains a learning culture;
 - Is a safe place for all employees to share ideas, differing views, and explore new methods;
 - Provides flexible work practices to meet the differing needs of our employees;
 - Accepts and embraces change; and
 - Is respectful and free of bullying, discrimination, harassment, and violence.
- **Commitment to Progressive Action:** CWC affirms our commitment to progressive action required to create an equal or diverse and inclusive environment in all aspects of our operations and at all levels of the Association. CWC’s policy on equity, diversity, and

inclusion is more than “not discriminating” against people – it is a commitment to removing barriers to being part of CWC and promoting the success of qualified people who, based on their backgrounds or personal characteristics, might have been historically excluded or held back.

- **Commitment to Creating a Safe Workplace:** CWC will not tolerate behaviours that do not support an inclusive workplace environment. Non-inclusive behaviours include, but are not limited to, behaviour as defined in CWC’s Positive Workplace policy and Workplace Violence Prevention policy; or other conduct that breaches these policies. If you wish to discuss a problem or incident or make a complaint related to non-inclusive behaviour, please contact Human Resources, who can be reached at: HR@cwc.ca.

5. Roles & Accountabilities:

The overall responsibility for championing and applying this policy rests with all CWC employees. To that end, the following roles and responsibilities are also in effect:

- All employees are expected to:
 - review and abide by the law and our policies;
 - participate in educational and training programs about equity, diversity and inclusion;
 - assess and modify how they work and make decisions, considering how habits or practices, particularly the impact of unconscious biases, may exclude people from opportunities to contribute and participate;
 - explore ways that they personally can open doors for people who have been historically underrepresented, and help CWC become a more equal, diverse, and inclusive environment;
 - help celebrate CWC’s successes in achieving greater equity, diversity, and inclusion; and
 - challenge CWC to do better, by bringing concerns to the attention of Human Resources, who can be reached at: HR@CWC.ca.
- Management and Human Resources, working in conjunction with the EDI Committee (once established) and where appropriate, is responsible for the oversight and maintenance of this policy and is accountable to ensure that the Statement of Principles is adhered to, in both the creation of policy and procedure, and when issues or complaints may arise.
- Managers, executive, board members, and any other personnel in positions of leadership within CWC are responsible for adhering to the Statement of Principles in their behaviour and all organizational interactions. Leadership positions are accountable for acting on any issues that may come to their attention, and are responsible for notifying the President & CEO, who can be reached at: whistleblowercwc@cwc.ca.

6. Related Policies:

This policy works in concert with the following related policies:

- Equity, Diversity and Inclusion Action Plan;
- Accessible Customer Service Policy;
- Recruitment and Selection Policy;
- Workplace Violence Prevention Policy;
- Positive Workplace Policy;
- Whistleblower Policy;
- Code of Ethics; and
- Procurement Policy.

7. Acknowledgement and Agreement

I acknowledge that I have read and understand the CWC Equity, Diversity, and Inclusion Policy. I agree to adhere to this policy and will ensure, where applicable, that employees working under my direction adhere to this policy. I understand that if I violate this policy, I may face disciplinary action, up to and including termination of employment.

Employee Name: _____

Employee Signature: _____

Date: _____

Witness Name: _____

Witness Signature: _____