

Diversity & Inclusion Plan

The Canadian Wood Council (CWC) is committed to creating an inclusive and collaborative organization that celebrates and reflects our diverse social fabric. We believe in treating all people with respect and dignity, and strive to foster a safe and open work culture. Diversity in the workplace is about embracing and supporting individuals of all races, ethnicities, genders, ages, religions, disabilities, sexual orientations, education, personalities, skill sets, experiences, and knowledge bases.

Beyond compliance, we recognize that a diverse organization is a better organization; it improves productivity, employee retention, increases revenue, promotes innovation, and more. At CWC, we believe that we have a responsibility to truly embed diversity and inclusion in all facets of the organization.

We have short-term and long-term goals. Our short-term goals for end of year 2020 include creating and implementing a meaningful and comprehensive Diversity & Inclusion Plan (D&I):

- (i) Finalizing the D&I Policy;
- (ii) Finalize Action Plan; and
- (iii) Review of hiring procedures document.

As a long-term goal (mid 2021), we plan to roll out the policy to employees. Our plan is based on three pillars:

- 1) Education, Awareness & Training
- 2) Open Communications & Feedback Loops
- 3) Organizational Governance

Below is a working overview of considerations for the CWC D&I Policy and Action Plan.

Education, Awareness & Training

- 1. Develop an annual training and staff development program i.e., unconscious bias
 - 1.1. Create the training
 - 1.2. Seek third party valuation as needed

Open Communications & Feedback Loops

- 1. One set of organization-wide definitions
- 2. Recognition of biases in the organization, workplace, and industry
 - 2.1. Acknowledge and mitigate cross-generational biases
- 3. Acknowledging the benefits of a diverse & inclusive organization i.e., it is estimated that diverse organizations outperform competitors by 35% and gender diverse companies are 15% more likely to yield higher revenue
- 4. Internal & anonymous employee reviews/evaluations
- 5. Create employee networks or employee resource groups

Organizational Governance

1. Mandates & Policies
 - 1.1. Adhere to the Employment Equity Act (S.C. 1995, c. 44)
 - 1.2. Zero-tolerance policies within the organization and amongst members
 - 1.3. Honour and recognition of multiple religions and cultures
 - 1.4. Mission, strategies, and practices
 - 1.4.1. Best Practices to Date:
 - fair treatment
 - equal access to opportunity
 - teamwork and collaboration
 - a focus on innovation and creativity
 - organizational flexibility, responsiveness, and agility
 - conflict resolution processes that are collaborative
 - evidence of leadership's commitment to diversity
 - representation of diversity at all levels of the organization
 - representation of diversity among internal and external stakeholders
 - diversity education and training
2. Representation at the Senior Executive Level and within the Board of Directors
3. Assign/appoint a Chief Diversity /Equality Officer
 - 3.1. Strategy at the CEO level
4. Organizational accountability
 - 4.1. Performance & Evaluation
 - 4.1.1. reporting goals and measuring progress i.e., employee productivity and turnover
 - 4.1.2. leadership assessment
 - 4.2. Consider drafting a Board scorecard to measure progress i.e., metrics for recruiting, promotion rates, compensation levels, turnover, and supplier diversity
5. Hiring Practices
 - 5.1. Integrate diversity & inclusion strategies
 - 5.2. Establish clear guidelines and practices
6. Procurement Policies
 - 6.1. Ensure that Equity Diversity and Inclusion is considered in CWC procurement plans
7. Organizational Communications/*Wood WORKS!*
 - 7.1. Inclusion and representation in images and material
8. External Representation
 - 8.1. Committing to a diversity of speakers and trainers for events, speaking engagements and training courses