

**THE BOW VALLEY  
WORKPLACE INCLUSION  
CHARTER**

# WHAT WOULD THIS LOOK LIKE IF IT WERE **EASY**?

(Tim Ferriss)

## *2017 Bow Valley Workplace Inclusion Charter*



Tools and strategies to build a welcoming workplace and community.

CONTACT:  
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# INSIDE THE CHARTER

## COMMITMENTS

# Declaration

Of commitment to the 2017 Workplace Inclusion Charter

## 2017 Commitments

### COMMUNITY CONNECTIONS

**1. Community Support Resources:**  
A copy of the Community Support Package brochures will be distributed to a minimum of one leader in each department. A copy of the New Here, Don't Fear Guide will be given to all new colleagues at onboarding and placed in employee communication boxes.

**2. New on Settlement Support:**  
A memo will be sent to all managers and supervisors encouraging to include accommodations to allow foreign born colleagues to attend Settlement Services in the Bow Valley and Temporary Foreign Worker Support Services workshops, regardless of date of arrival, immigration status, or country of origin.

**3. Housing Supports:**  
Colleagues with permanent resident status, whether new arrivals or long-term locals, will be given a copy of the Living in Canada as a Permanent Resident workshop brochure. A specific named colleague will be responsible for reviewing workshop attendance requests from Settlement Services in the Bow Valley.

**4. New Permanent Residents:**  
A memo will be implemented to identify and inform Settlement Services in the Bow Valley all colleagues with work permits who are planning to apply for permanent residency. (See brochure for sample email system. Other reasonable systems are also acceptable.)

### EMPLOYMENT STANDARDS

**1. Understanding of Communications:**  
Easy reading plain language employment standards brochures will be distributed to all new colleagues. At least one plain language employment standards poster will be displayed one month in staff areas.

**2. Supervisor Training:**  
100% of all supervisors will attend an employment standards workshop or webinar by January 31, 2018.

**3. Absencing Knowledge of Absence:**  
A memo will be sent to all colleagues encouraging participation in BVP's awareness campaigns of standards training.

**4. Open Door Policy:**  
A written plain language open door and fair treatment policy will be adopted for all colleagues. The policy will be reviewed as part of onboarding and shared via at least one of the following means: internal newsletters, posters, announcements at colleague or community meetings, posted in public areas, during periodic performance or employee feedback reviews.

**5. Ethical Practices:**  
A copy of the Supplier Guidelines document will be provided to all local suppliers.

### LANGUAGE LEARNING

**1. English Language Proficiency:**  
Copies of the Contract to Language Institute will be made available to employees when and distributed at onboarding to all English language learners.

**2. Scheduling for Language Classes:**  
Requests for the Institute of English language instruction will be shared with all managers and supervisors. Managers and supervisors will be encouraged to prioritize scheduling requests related to English language study, regardless of the level of English required for colleagues' workplace duties.

**3. On Site Instruction:**  
Bow Valley College or the Bow Valley Learning Council will be invited to offer English language instruction on site or in partnership with a nearby partner.

### CULTURE & LEADERSHIP

**1. Intercultural Training:**  
A minimum of one on-site intercultural competency professional development opportunity will be provided for the latter Bow Valley 2018.

**2. Plain Language:**  
Colleagues responsible for scheduling of team events and activities will be provided resources on plain language and intercultural partnering.

**3. Assessment of Values:**  
Training and internal communication methods will address the message that inclusion is a core organizational value.

### PLEASE RETURN SIGNED TO:

Shigen Reid  
Bow Valley Immigration Partnership Coordinator

Anytime/Day p. 403.431.0700

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Edg., AB, T1E 1H1

ers are leaders in creating a welcoming and inclusive community. Bow el respected, valued, and supported to participate, succeed, and stay in the community. Employers celebrate diversity, encourage intercultural hold worker rights, and support colleague development.

S  
nity contributes to the strength and prosperity of our organization and our  
serve a safe and respectful work environment.  
by an important role in reducing integration barriers for Bow Valley

MENT

nd endorse the spirit of the Bow Valley Inclusion Charter and commit to  
m of five (5) Inclusion Charter commitments by the end of January 2018  
ommitment throughout our organization.

# Intercultural Competency Training



JENIE GOSSET  
SETTLEMENT SERVICES OF THE BOW VALLEY

Offers public and group workshops e training. Jenie is a certified cross-cu Bow Valley.

403 762 1248



IMPROVING LEADERSHIP AND MANAGEMENT  
THE SHARP CENTER

Contact the Banff Centre leadership cultural training.

888 255 6327



SIBELA JANDYK  
CALGARY DISTRICT EDUCATION SOCIETY

Offers customized workshops explore sensitivity and competency. Participa beliefs, and attitudes, their work enviro conscious and culturally responsive in

403 290 5134



*"In a community with such diverse demographics, practicing inclusion, not only in policy but in day-to-day procedure, is central to our retention strategies. The tools and resources in the Inclusion Charter make those practices easier than ever."*

PHOTO: FLORENZ, THE SHARPS HEIGHT HOTEL

# INSIDE THE CHARTER

## RESOURCES



# INSIDE THE CHARTER

INCENTIVES & RECOGNITION



# COMMUNITY CONNECTIONS

*Photo: Courtesy of Community Connections in the Bow Valley*

# LANGUAGE LEARNING





# EMPLOYMENT STANDARDS



# CULTURE & LEADERSHIP

(SOME  
LESSONS)

# BUILDING & MAINTAINING TRUST

- Champions can help initially
- Components of trust (Frances X. Frei):
  - Logic
  - Authenticity
  - Empathy → attention
    - Dedicate staff time



# BUILDING & MAINTAINING MOTIVATION

- Extrinsic vs. intrinsic motivation
  - Appeal to sense of purpose



# EMPOWERING ACTION

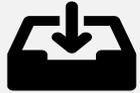
- Systems & tools become habits & norms
  - In workplaces
  - Between businesses & service providers





**THE WAY FORWARD**

# FOR MORE INFORMATION



[BVIPARTNERSHIP.COM/CHARTER](http://BVIPARTNERSHIP.COM/CHARTER)



[BVIP@BANFF.CA](mailto:BVIP@BANFF.CA)



403.431.0705



**BOW VALLEY  
IMMIGRATION  
PARTNERSHIP**  
stronger together

# THANKS TO

Funded by:

Financé par :



Immigration, Refugees  
and Citizenship Canada

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et Citoyenneté Canada



Human Rights  
Education and  
Multiculturalism  
Fund

