



Staff Inclusion & Diversity Survey

As part of our commitment to Gender-Based Analysis Plus (GBA Plus), this survey helps us understand the diverse identities and needs of our staff. It will also help us track and measure our progress toward a more diverse, equitable, and inclusive workplace over time.

By engaging in this self-identification survey, you are helping your organization identify potential gaps and barriers to inclusivity. This will enable the leadership team to strategically focus on fostering a workplace environment where everyone feels valued and respected. Collecting demographic data allows us to understand the diversity of our staff and identify any areas where representation may be lacking. With this information, we can:

1. **Refine Hiring Practices:** Adjust recruitment strategies to attract a more diverse pool of candidates and ensure equitable opportunities for all.
2. **Enhance Professional Development:** Offer targeted programs and mentorship opportunities that address the specific needs of different groups.
3. **Foster an Inclusive Workplace Culture:** Shape policies and initiatives that respect and celebrate diversity, such as gender inclusion policies and support for underrepresented groups.
4. **Revise Policies for Inclusivity:** Make necessary adjustments to policies, ensuring they support the diverse needs of our staff and create an environment where all voices are heard and respected.

This data will help the organization identify where it might need to focus its efforts to create a more balanced, inclusive, and supportive environment. It's not just about counting numbers but understanding how those numbers reflect the lived experiences of staff and then using that insight to drive meaningful change.

To further your engagement and understanding of the survey, **please review the glossary of terms link or document before completing it.**

Your participation is voluntary; you may skip any questions you do not wish to answer. The survey is completely anonymous, and your responses will remain confidential in accordance with the Freedom of Information and Protection of Privacy Act (FOIP). We will only use the results in aggregate form, meaning your results will be combined with everyone who completes the survey, and will be analyzed as a group, without identifying individuals. The overall findings will then be shared with the staff team to identify general areas for improvement along with the organization's proposed changes and steps to address them.

We encourage all staff members to participate in this important initiative to help us build a more inclusive workplace for everyone.

Section 1: Demographic Information

Collecting demographic information such as gender, sexual orientation, gender identity, age, etc., helps the organization understand the diversity of our staff. This data allows us to identify any trends or patterns that may affect different groups within our organization. By analyzing this information, we can work to ensure that our policies, programs, and workplace culture are inclusive and equitable for everyone. All demographic data will be collected anonymously and used in aggregate form to protect individual privacy.

Gender identity is a personal concept and can mean different things to different people. Please select the option(s) that best reflect your gender.

- 1) a) What is your Gender? (Please select all options that apply to you)
 - Woman
 - Man
 - Two-Spirit
 - Non-Binary
 - Additional identity not listed, please specify: _____
 - Prefer not to disclose.

- b) Do any of the following terms describe your gender identity?
 - Cisgender
 - Transgender
 - Gender Non-Conforming
 - Additional identity not listed, please specify: _____

 - Prefer not to disclose.

- 2) What is your Sexual Orientation/Sexual Identity? (Please select all options that apply to you)
 - Aromantic
 - Asexual
 - Bisexual
 - Fluid
 - Pansexual
 - Gay
 - Lesbian
 - Queer
 - Questioning or unsure
 - Same-gender-loving
 - Straight (Heterosexual)
 - Additional category/identity not listed: _____
 - Prefer not to disclose

- 3) Choose your age range:
 - 18 to 24
 - 25 to 34
 - 35 to 44
 - 45 to 54
 - 55 to 64
 - 65 or over

- Prefer not to disclose

4) How do you identify in terms of ancestry and ethnicity? **Please select all that apply to you.**

- White/Caucasian
- European
- Black/African Descent (including Caribbean, Latin American etc)
- Indigenous to Canada (First Nations, Metis, Inuit etc.)
- Indigenous to regions other than Canada (South America, Australian Aboriginal, etc.)
- East Asian (eg. Chinese, Japanese, Korean etc)
- South Asian (eg. Indian, Pakistani, Bangladeshi etc)
- Southeast Asian (eg. Filipino, Thai, Vietnamese etc)
- Middle Eastern/North African (including Arab, Persian etc)
- Latin-American
- Multiracial
- Other - please specify: _____
- Prefer not to disclose

5) Do you identify as a person with a disability? (Includes physical, intellectual, sensory conditions that may be temporary, sporadic, or permanent)

- Yes
- No
- Prefer not to disclose

6) Where were you born?

- In Canada
- Outside of Canada
- Prefer not to disclose

Section 2: Employment Information

This section collects information about your employment history with our organization. Knowing about your time here and your role helps us better understand and improve our programs and initiatives to meet the needs of our staff better.

7) How long have you been employed at the organization?

- 0-1 Year
- 1-3 Years
- 3-5 Years
- 5-10 Years
- 10+ Years

8) What is your employment status?

- Full Time
- Part Time
- Casual/Seasonal

Section 3: Accessibility

This section asks about your accessibility needs. Your feedback is crucial in helping us create an environment where everyone has equal access to opportunities and resources. By Understanding these needs, we will be able to make the necessary adjustments and improvements to ensure our workplace is accessible and supportive for everyone.

9) Do you have any accessibility needs?

- Yes
- No
- Prefer not to disclose

10) If you answered Yes to question 9. Did you disclose them to your supervisor or organization?

- Yes
- No
- Not applicable
- Prefer not to disclose

11) Did the organization offer to provide accommodations?

- Yes
- No
- Not applicable
- Prefer not to disclose

12) Have you received what you need if you asked for an accommodation?

- Yes
- No
- Not applicable
- Prefer not to disclose

13) Have you experienced ableism while working at our organization?

- Yes
- No
- Not applicable
- Prefer not to disclose

14) Do you think the organization's culture reflects an understanding of ableism?

- Yes
- No
- Prefer not to disclose

Section 4: Additional Lived Experiences

We value the diverse experiences of our staff. This section invites you to share any relevant lived experiences that shape your perspective and needs. By collecting this information, we can identify common challenges and gaps in support within our organization. This allows us to create targeted programs, adjust policies, and offer resources that directly address these needs, ultimately fostering a more inclusive and supportive workplace where every employee feels valued and understood.

15) Do you have any of these lived experiences? (Please select all options that apply to you)

- Immigrant
- International Student
- Indigenous Ancestry (North America)
- Refugee
- Family Spousal Sponsorship
- Asylum Seeker
- Poverty/Socio-Economic Status
- Racial/Ethnic Discrimination
- Faith-Based Discrimination (Islamophobia, Anti-Semitism, etc.)
- Gender-Based Violence
- Surviving war or conflict
- Speaking Multiple Languages
- Prior Education or Work Experience not being recognized in Canada
- Another relevant lived experience: _____
- Prefer not to disclose

Section 5: Experiences of Discrimination

Sharing experiences of discrimination can be sensitive. This section is designed to help us understand the challenges our staff may face related to discrimination. Your responses will be treated with the utmost confidentiality and will be used to develop strategies to combat discrimination and promote equity within our organization. If this section triggers you or you need support, please take time to care for yourself, use our EAP (Employee Assistance Program) Program, or visit this [resource](#).

**Please note: While your responses will remain confidential if you share an experience that includes specific details that could reasonably identify individuals in an immediate or ongoing threat to the safety or well-being of yourself or others, we may be obligated to follow up in accordance with our duty of care and legal obligations. This is solely to ensure the safety and well-being of our employees and clients.*

16) Have you experienced racism while working for this organization?

- Yes
- No
- Prefer not to disclose

17) Do you think the organization's culture reflects an understanding of racism?

- Yes
- No

- Prefer not to disclose

18) Have you experienced sexism while working for this organization?

- Yes
- No
- Prefer not to disclose

19) Do you think the organization's culture reflects an understanding of sexism?

- Yes
- No
- Prefer not to disclose

20) Have you experienced homophobia while working for this organization?

- Yes
- No
- Not applicable
- Prefer not to disclose

21) Do you think the organization's culture reflects an understanding of homophobia?

- Yes
- No
- Prefer not to disclose

22) Have you experienced transphobia while working for this organization?

- Yes
- No
- Not applicable
- Prefer not to disclose

23) Do you think the organization's culture reflects an understanding of transphobia?

- Yes
- No
- Prefer not to disclose

24) Have you experienced ageism in the workplace?

- Yes
- No
- Prefer not to disclose

25) Do you think the organization's culture reflects an understanding of ageism?

- Yes
- No
- Prefer not to disclose

26) Please describe any incidents of discrimination (ableism, racism, homophobia, transphobia, ageism, or any other discrimination) that you have experienced or witnessed if you feel comfortable doing so:

27) Do you believe any identities, groups, and or experiences are missing from this survey? Answering these questions will help us improve the scope of this survey.

Section 6: Workplace Culture

This section focuses on your perceptions and experiences related to our workplace culture. We aim to understand how well our organization is doing in fostering an inclusive and equitable environment. Your honest feedback will help us identify areas of strength and areas needing improvement, guiding our efforts to enhance our workplace culture for everyone.

- 1) *If you answered no to any of the previous questions related to sexism, racism, ableism, ageism, homophobia, or transphobia, can you provide examples or suggestions for how we might improve our organizational culture and understanding in the organization?*

- 2) *What are some things that you appreciate most about our workplace culture?*

- 3) *What are some ways we can improve our workplace culture to make it more inclusive and supportive for everyone?*

Thank you for participating in the Survey.

Glossary of Terms:

This glossary of terms is designed to help you understand key concepts related to diversity, equity, and inclusion as they pertain to our staff survey. These definitions provide clarity on important topics such as ableism, accessibility, discrimination, and more. By familiarizing yourself with these terms, you'll gain a better understanding of the language and concepts that are critical to fostering an inclusive and equitable workplace. This knowledge will be useful as you engage with the survey and reflect on how these issues impact our organization.

****When your organization is uploading this survey to an online platform, a link with this glossary of terms should be at the beginning of the survey.****

Ableism: Ableism refers to prejudiced thoughts and discriminatory actions based on differences in physical, mental, and/or emotional ability, usually that of able-bodied/minded persons against people with illness, disabilities, or less developed skills¹

Accessibility: Accessibility is the combination of aspects that influence a person's ability to function within an environment and to access it with ease²

Ageism: Ageism refers to the stereotypes (how we think), prejudice (how we feel), and discrimination (how we act) towards others or oneself based on age³

Aromantic: A person who experiences little or no romantic attraction to others and/or has a lack of interest in romantic relationships/behavior⁴.

Asexual: A person who does not experience sexual attraction to people of any gender.

Bisexual: A person who is attracted to people of more than one gender.

Cisgender: A person is cisgender when their gender identity aligns with their sex assigned at birth.

Disability: Any impairment, including a physical, mental, intellectual, cognitive, learning, communication or sensory impairment - or a functional limitation - whether permanent, temporary or episodic in nature, or evident or not, that, in interaction with a barrier, hinders a person's full and equal participation in society.

Discrimination: Discrimination is an action or a decision that mistreats a person or a group for reasons such as race, age, disability, gender etc⁵.

Equity: Equity is fairness and justice achieved through systematically assessing disparities in opportunities, outcomes, and representation and redressing [those] disparities through targeted actions.

Fluid: A person who does not identify with the gender binary and move within genders and gender stereotypes.

¹ Source: [Guide on Equity, Diversity and Inclusion Terminology](#); *Glossary of Terms: [Race, Equity and Social Justice | icma.org1](#).

² https://cibr-irsc.gc.ca/e/documents/asa_glossary_terms_accessibility_systemic-ableism-en.pdf

³ World Health Organization: <https://www.who.int/news-room/questions-and-answers/item/ageing-ageism>

⁴ <https://www.vanderbilt.edu/lgbtqi/resources/definitions>

⁵ <https://www.chrc-ccdp.gc.ca/en/about-human-rights/what-discrimination>

Gay: A person who is attracted to people of the same gender. Can also refer generally to people who are not cisgender or straight⁶.

Gender: Socially constructed roles, behaviors, expressions, and identities of girls, women, boys, men, and gender-diverse people. It influences how people perceive themselves and each other, how they act and interact, the distribution of power and resources in society, and people's social, health and economic outcomes.

Gender expression: Gender expression refers to the various ways in which people choose to express their gender identity. For example: clothes, voice, hair, make-up, etc. A person's gender expression may not align with societal expectations of gender. It is therefore not a reliable indication of a person's gender identity.

Gender identity: Gender is how people perceive themselves with respect to their gender. Gender identity is not confined to a binary (girl/woman, boy/man) nor is static; it exists along a continuum and can change over time. There is considerable diversity in how individuals and groups understand, experience and express gender through the roles they take on, the expectations placed on them, relations with others and the complex ways that gender is institutionalized in society.

Gender equality: Gender equality refers to equal rights, responsibilities and opportunities for women, men and non-binary people. Equality refers to the state of being equal while equity refers to the state of being just, impartial or fair. However, equality of opportunity by itself does not guarantee equal outcomes for women, men and non-binary people.

Gender equity: Gender equity refers to fairness, impartiality and justice in the distribution of benefits and responsibilities between women, men and non-binary people. Unlike gender equality, which simply provides for equality of opportunity, gender equity explicitly recognizes and actively promotes measures to address historical and social disadvantages. By 'levelling the playing field,' gender equity creates circumstances through which gender equality can be achieved. Gender equity means providing all social actors with the means to take advantage of equality of opportunity.

Gender non-conforming: Someone whose gender identity and/or gender expression expands beyond, actively resists, and/or does not conform to the current cultural or social expectations of gender, particularly in relation to male or female⁷.

Homophobia: Feelings of hatred, fear, and/or disdain for people that are not heterosexual⁸.

Intersectionality (WAGE Definition): A theoretical approach that acknowledges that our lives are shaped by multiple, overlapping or intersecting identity factors (e.g., race, class, gender), which results in unique, and complex lived experiences that impact how we experience federal policy, programs, and legislation. Compounding discrimination based on identity factors can create barriers for some or opportunities for others.

⁶<https://www.ourspectrum.com/wp-content/uploads/2023/05/2SLGBTQIA-Terminology-and-Media-Reference-Tool.pdf>

⁷ <https://itgetsbetter.org/glossary/gender-nonconforming/>

⁸[2SLGBTQIA+ Terminology Guide and Media Reference Tool](#)

Intersectionality : Intersectionality is a metaphor for understanding the ways that multiple forms of inequality or disadvantage sometimes compound themselves and create obstacles that often are not understood among conventional ways of thinking.

Lesbian: A woman who is attracted to a woman

Lived Experience⁹: This is an important form of expertise that recognizes that people with life experiences related to social identity have a deeper knowledge of its strengths, challenges, and opportunities. Life experiences combined with professional expertise can benefit societies and communities when they inform design, programming, and policy decisions.

Non-Binary: A person whose gender identity does not fall within the binary genders of man or woman

Organizational Culture: Organizational culture is the collection of shared values, beliefs, attitudes, and practices that shape how people behave and interact within an organization. It's the "personality" of a company, encompassing everything from the way employees communicate to the unwritten rules about how work gets done. This culture influences how decisions are made, how employees are treated, and how the organization presents itself to the outside world.

Pansexual: A person who experiences sexual, romantic, physical, and/or spiritual attraction for members of all gender identities/expressions.

Queer: Historically a slur, reclaimed by some people that do not identify as cisgender and/or straight.

Questioning or unsure: An individual who is unsure of and/or exploring their gender identity and/or sexual orientation.

Racism: The discrimination and prejudice of someone based on their race or ethnicity; racism requires societal/systemic oppression¹⁰.

Same-gender-loving: A term some prefer to use instead of lesbian, gay or bisexual to express attraction to and love of people of the same gender¹¹.

Sexism: Discrimination and prejudice against someone of a certain sex.

Sex: Refers to a set of biological attributes. It is primarily associated with physical and physiological features, including chromosomes, gene expression, hormone levels and function, and reproductive/sexual anatomy. Sex is usually categorized as female or male, but there is variation in the biological attributes that comprise sex and how those attributes are expressed.

Sexual orientation: A term used to describe a person's emotional, romantic, or sexual attraction.

Straight (Heterosexual): A person who experiences sexual, romantic, or emotional attraction with a member of the opposite sex or gender.

⁹ OCASI, Anti-Racism and Anti-Oppression Framework Glossary

¹⁰ OCASI, National Accessibility Toolkit [Access in Action Toolkit.pdf](#)

¹¹ <https://www.hrc.org/resources/glossary-of-terms>

Transphobia: Feeling hatred, fear, or ¹²disdain for transgender people.

Transgender: a person whose gender identity and/or biological characteristics differs from the sex they were assigned at birth.

Two-Spirit: a culturally-specific gender identity. 2S people serve an integral role in Indigenous communities. We place 2S at the beginning of initialism to recognize Indigenous people as the first to build gender-diverse communities in Canada.

Oppression: Is the unjust use of power to disempower, marginalize, silence or otherwise subordinate specific groups or categories, often in order to further empower and/or privilege the oppressors.

Racism: is an ideology and system of beliefs wherein distinctive attributes are evaluated relating to ideas of inherent superiority and inferiority. It is the act whereby one group of individuals exercises power over another group based on skin colour based on a set of actions, erroneous assumptions and implicit or explicit beliefs. Racism manifests within organizational and institutional structures, programs, and individual attitudes, thoughts, or behaviour patterns [1].

¹² [2SLGBTQIA+ Terminology Guide and Media Reference Tool](#)