



Creating an Inclusive Workforce

Featured Speaker: Suanne Miedema



The Evolution of Inclusion Webinar Series

MentorAbility Canada

Diverse workforces are strong workforces!

CASE: supporting our member organizations to increase employment inclusion for Canadians who experience a disability

MentorAbility: national initiative focused on enhancing the economic and social well being of people experiencing a disability by increasing and facilitating access to mentoring opportunities and labour market integration

- Supporting employers in increasing their knowledge around inclusive workforce specific to individuals experiencing a disability



Featured Speaker: Suanne Miedema

- Corporate & non-profit experience
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What we will discuss ...

1. The Business Case
2. Hiring Policies vs Culture
3. The Legal Context
4. Creating an Inclusivity Statement
5. Addressing Accessibility
6. Inclusive Job Descriptions
7. Inclusive Job Postings
8. Accommodation Plans
9. Getting started!
10. Q&A



The Business Case

- Inclusive hiring is about accessing the right talent for your business
- Business benefits:
 - Access to a growing consumer market
 - Access to an underutilized talent pool
 - Better job retention
 - Higher attendance
 - Better safety records
 - All employees are more engaged and productive



Hiring Policies vs Culture

- Culture eats policies for breakfast
- Having inclusive hiring policies will be ineffective if top management does not set the tone
- Inclusive policies will only work in an environment where employees feel appreciated, included, and listened to
- Train and develop staff consistently over time on how to be welcoming and inclusive



The Legal Context

- Gain confidence in your local legislation
- Each province has different laws that apply
- The expectations sometimes differ based on number of employees
- The context is changing rapidly



Creating an Inclusion Statement

- A public statement that states your organization's promise and commitment to inclusion
- Post this in your hiring ads, on the wall, on your website, in your staff training materials, anywhere you would like to communicate your commitment to inclusivity
- This statement will send a broad signal that will appeal to many audiences
- “Different perspectives help us all to achieve more. Our mission is deeply inclusive: empower every person and every organization on the planet to achieve more. We expect each of us - no matter what our level, role or function is - to play an active role in creating environments where people of diverse backgrounds are excited to bring all of who they are and do their best.” - Microsoft



Addressing Accessibility

- Physical barriers:
 - Steps without ramps
 - Narrow aisles
 - High shelves
 - Poor lighting
- Other barriers:
 - Attitudes
 - Policies and procedures
 - Communications
 - Technology



Inclusive Job Descriptions

- Review job descriptions to look for ways to make them more inclusive
- Understand ‘bona fide’ job requirements
- Essential to the job versus optional or flexible
- A job description that is not inclusive runs the risk of being open to a human rights or employment law challenge
- Keep the language simple
- “People First” has a Plain Language Committee and can be hired to translate documents into plain language (PeopleFirstOfCanada.ca)
- Free job description resource available on “Hire for Talent” website (HireForTalent.ca)



Inclusive Job Postings

- Set the tone
 - Include your inclusivity statement
 - Offer accommodation
 - Offer multiple ways to apply
 - Use plain language
 - Add “we hire people with disabilities”
- Do a “flip test”: think of how you might read the posting if you were someone else – look for words, jargon, or expectations that might unintentionally eliminate candidates
- Review where you are posting your jobs



Accommodations Plans

- Canadian Human Rights legislation states that employers have a duty to accommodate employees with limitations due to a medical condition
- An accommodation plan is any change in the work environment that allows a person with limitations in their abilities to do their job
- An accommodation plan can be temporary, periodic, or long term, depending on the employee's medical condition
- An accommodation plan can be used for interviews, new hires, and existing employees



Getting started ...

- Not everything has to be perfect
- You will make mistakes and learn as you go along, just as you do with every employee
- Model that your workplace is welcoming, accepting, and understanding
- The rest will fall into place!



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Exploring Accommodations

- Understand key terms & concepts
- Know your responsibilities
- Receive a free template



www.supportedemployment.ca/mentorability-webinar-series

