

WATERLOO

PRINCIPLES OF
INCLUSIVITY



INTRODUCTION

The University of Waterloo's innovative approach to establishing and enabling an inclusive culture began with the creation of the Principles of Inclusivity. In 2009, a committee was formed to develop a framework that would progress into these principles. The committee, comprised of employees (both faculty and staff) and students (both graduate and undergraduate), had an understanding that the institution's strategic plan to focus on global prominence and internationalization would present employees with different experiences, cultural behaviours, and cultural expectations. Therefore the necessity to create a framework of 'cultural expectations' as a member of the university community was paramount.

The University of Waterloo's Principles of Inclusivity were created to reflect the culture of the institution, as well as the Ontario Human Rights Core and the Canadian Human Rights Act. The principles are the ideals by which campus members can model respect for one another, regardless of their ethnicity, religion, gender, social class, sexual orientation, ability, and all of the other characteristics that are 'different', yet make us who we are. The principles are supported in policies and practices of the institution, further promoting and engaging the campus community that members believe in, value, support, and for which they advocate.

Organizational & Human Development (OHD) developed the Principles of Inclusivity certificate program to explore inclusive themes and to provide practical suggestions for practicing and promoting inclusivity. Each of the seven half day workshops support and encourage participants along a personal journey of self-awareness and discovery, exploring the unconscious bias and beyond. The workshops challenge participants to question their assumptions, enhance mindful awareness, and develop an action plan to reinforce and champion inclusivity.

ORGANIZATIONAL & HUMAN DEVELOPMENT

The Organizational & Human Development department is an independent department which reports directly to the Associate Provost Human Resources, and who's mandate is to provide learning and development opportunities for campus employees, including some programming specifically geared to faculty members.

PRINCIPLES OF INCLUSIVITY

1. Acknowledge individuals have unique and particular needs in the learning and work environment.
2. Respect each individual's right to express and present themselves relative to their religion, culture, ethnic background, sexual orientation, gender-identity, physical and mental ability.
3. Promote inclusivity by reasonably adjusting procedures, activities and physical environments.
4. Focus on the capability of the individual without assumptions or labels.
5. Be inclusive in all forms of communication.
6. Serve all with sensitivity, respect, and fairness.

THE PROGRAM | SEVEN HALF DAY WORKSHOPS

Principles of Inclusivity Introduction

Understanding Inclusivity

Inclusive Communication

Generational Inclusivity

Sexual Orientation & Gender Identity

Accessible Communities

Inclusivity Capstone

For more information on the program check out:

www.uwaterloo.ca/ohd

CHECKLIST | WHERE TO START AS AN INDIVIDUAL CONTRIBUTING COMMUNITY MEMBER

- Have you spoken to each team member to learn their needs and preferences in the work environment?
- Do you ask for on-going feedback about yourself (your performance, how inclusive you are, your interactions/communications with others etc.)?
- Are you mindful of the language you use?
- Have you looked for opportunities that break down your personal biases and stereotypes?
- Do you actively pursue something/someone different to learn more and gain new information?
- Do you empower people by sharing information and communicating with everyone?
- Do you seek out every team member to find something you have in common?
- Do you lead by example?
- Do you actively listen to others (ask questions before assuming the answer; not interrupting etc.)?
- Are you regularly reflective of your own actions and behaviours?
- Do you challenge stereotypes and biased behaviour when you hear/see it?
- Do you build interpersonal relationships, sharing who you are with others, as well as give time for others to share about themselves?
- Are you inclusive in all forms of communication?

Remember: Every person simply wants to feel valued and respected, and to have a sense of belonging.

Ask yourself this question every day:

“Am I creating an open and welcome environment where difference is valued and respected?”

NEXT STEPS | YOU DO HAVE AN INCLUSIVITY PROGRAM:

1. Utilize your subject matter experts to create your own principles
2. Learn from other program successes and remember to look at what else your organization is already doing that may create a connection
3. Break down inclusivity to specific topics, don't try and tackle inclusivity as one issue
4. Customize the program to meet the needs of your community
5. Link the goals and objectives to your organization's mission and vision
6. Provide additional resources for participants to further explore issues on their own
7. Follow-up with your participants on their commitments
8. Make journaling and reflection part of every session
9. Build inclusivity into performance plans and goals
10. Develop an inclusivity plan with Human Resources – inclusive interview questions, on-boarding, resources, and cultural expectations

NEXT STEPS | YOU DON'T HAVE AN INCLUSIVITY PROGRAM:

1. Create a committee or working group to champion inclusivity, don't try and do it alone
2. Start small – what is the most burning inclusivity issue for your organization today, and focus there
3. Consider what is ahead for inclusivity from a legislative and organizational point of view
4. Make it an expectation in your organizational culture that all employees take the program (discuss the idea of making it mandatory)
5. Get senior leadership buy-in – what is the 'Return on Investment' for your institution?
 - Inclusivity gives your organization a competitive advantage
 - Inclusivity creates an employer who is seen as engaging, and seen as an employer of choice
 - Inclusivity helps to stimulate innovation through leveraging employee diversity
 - Inclusivity is a key element in attraction and retention
 - Inclusivity breeds a culture of acceptance that can help reduce absence due to psychological stress
 - Inclusivity generates opportunities for institutional partnerships
 - Inclusivity creates a place where people want to come to work

INCLUSIVITY IN ACTION

- ✓ Works to build positive interpersonal relationships during every interaction.
- ✓ Is mindful of thoughts, words, and actions – thinks before speaks.
- ✓ Encourages and promotes an inclusive environment to others.
- ✓ Advocates for the needs and preferences of others.
- ✓ Does not share information that was told in confidence.
- ✓ Assesses the physical work environment for possible barriers to inclusivity (the visible).
- ✓ Considers multiple perspectives before making a judgment.
- ✓ Understands the value of agreeing to disagree in a respectful manner.
- ✓ Actively seeks out and asks for help when needed.
- ✓ Assesses the culture of the work environment for possible barriers to inclusivity (the invisible).
- ✓ Asks questions to gain clarification and to seek out different perspectives.
- ✓ Listens without judgment or jumping to conclusions.
- ✓ Leads by example.
- ✓ **Serves all with sensitivity, respect and fairness!**

GOAL

What is one **Inclusive Action** you will commit to accomplishing?

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