

## Increasing respect, diversity and inclusion on your committee

Whether you're forming a new committee, team, or working group, or are part of an existing one it's important to ensure the group is diverse, and reflective of the community within which we live and work.

Diversity is about ensuring that the community is represented and there is variation in characteristics of people who are there. For example, diversity in race, gender, age etc.

Inclusion is about ensuring those who are there are treated with respect, that barriers to full participation and equity are removed, and everyone's experience and contributions are valued. Without inclusion, diversity is only performative and will not lead to real change.



*"We champion diversity of experiences, ideas, cultures, and perspectives, fostering a community permeated with equality and inclusivity."*

*-BCIT Strategic Plan*

Beyond being the right thing to do morally, and often a legal requirement – there is a strong business case for having diverse and inclusive teams. Simply put, there is ample research to demonstrate that diverse and inclusive teams are more innovative, engaged, and creative in their work.

The attached checklist will assist you in your journey of increasing diversity and inclusion in your committee, team, or working group. This list is divided into two parts – the first is a starting point to help you along your journey. The second section sets out additional considerations for those further along in their journey. Neither list is all inclusive.

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### Additional Resources

#### **Books**

- [Blindspot: Hidden Biases of Good People](#)
- [Biased: Uncovering the Hidden Prejudice that Shapes What We See, Think, and Do](#)
- [Deep Diversity: Overcoming Us vs. Them](#)
- [The Equity Myth: Racialization and Indigeneity at Canadian Universities](#)
- [The Person you Mean to Be: How Good People Fight Bias](#)

Note: All BCIT employees have *free* access to articles and webinars through CCDI. To access you will need to register using your BCIT email address.

#### **Education & Training**

- BCIT Respect in the Workplace (Employee Learning Centre)
- BCIT Unconscious Bias (Employee Learning Centre)
- [BCIT Indigenous 101](#)
- [Canadian Centre for Diversity and Inclusion – Webinar \(recorded\): Unconscious Bias](#)
- [Canada Research Chairs – Unconscious Bias Training Module](#)
- [Ted Talk – How Diversity Makes Teams More Innovative](#)
- [LinkedIn Learning: Diversity, Inclusion, and Belonging for All](#)

## A starting point for increasing respect, diversity, and inclusion

✓	Tasks	Notes
	<b>Set the right tone</b>	
	Review your Terms of Reference, or other governing documents (if applicable). Do they:	
	Contain a land acknowledgement.	
	Set out clear and fair direction regarding the formation of the committee, selection of new members, length of service for members, how decisions are made etc.	
	Use gender neutral language.	
	Set clear expectations for civil and respectful behaviour and communication.	
	<b>Include the right people</b>	
	Consider what perspectives, voices, and lived experiences are underrepresented in your current group and seek to rectify that. However, be sure to avoid putting the burden of extra work on those from equity-deserving groups.	
	When looking to add to your group, ensure invitations are shared widely to a diverse equity-deserving audience. (e.g. Post on the Loop and in the weekly staff newsletter).	
	If a group's work focuses on a specific subset of the population, it is critical to include individuals with lived experience from that community.	
	<b>Plan for success</b>	
	Use a meeting location, materials, and communication methods that are accessible for everyone.	
	Be conscious of significant religious holidays or cultural events when scheduling meetings. Check <a href="#">Multifaith Calendar</a> in RDI newsletter.	
	Ensure members know who to approach with concerns of disrespectful, discriminatory, or harassing behaviour, or with any accommodation or accessibility requests.	
	<b>Educate new and existing members</b>	
	Ensure everyone is aware of their rights and obligations related to <i>The Human Rights Code</i> <a href="#">The Human Rights Code</a> and BCIT's <a href="#">Harassment and Discrimination Policy 7507</a>	
	Encourage members to educate themselves on historical and current barriers for equity-deserving groups in Canada. See "Additional Resources" section on the previous page for suggestions.	

*This document has been prepared by the Respect, Diversity, and Inclusion Office. This information is not intended to be legal advice and if there is any discrepancy between the content in this document and BCIT's policies, collective agreements, or legislation - those will prevail.*

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✓	Tasks	Notes
	<b>Facilitate with inclusion in mind</b>	
	Meeting facilitator should begin meeting with a land acknowledgement. (If they forget, it is appropriate for another individual to make the land acknowledgement). <a href="#">Indigenous Initiatives</a> can provide information on preparing an appropriate acknowledgement.	
	Encourage others to introduce themselves with their pronouns and invite them to share other information they would like others to know, such as where they are from.	
	Consider allowing members to provide feedback in various ways. For example, verbally, via chat or anonymous polls (in online meetings), or via email before or after meetings.	
	Be conscious of individuals who dominate or control the conversation and work to redirect it so all can participate.	
	Be prepared to interrupt and correct microaggressions and other inappropriate behaviour. Remaining silent can be seen as condoning the behaviour. Take training to ensure you are prepared to deal with microaggressions.	

### **Additional Considerations for those further along in their journey**

✓	Advanced Tasks	Notes
	Have your Terms of Reference acknowledge importance and benefits of inclusion and diversity.	
	Send an agenda in advance so everyone is aware of what will be discussed and can prepare accordingly – even for informal meetings.	
	Consider rotating meeting facilitator or chairperson, if appropriate.	
	Have facilitator affirm each committee member's opinion is welcomed, valued, and considered if delivered respectfully.	
	Consider pairing up existing members with new members for informal mentorships.	
	If you are looking to have an Indigenous Elder attend a meeting or event to offer a protocol welcome or provide a land acknowledgement, contact <a href="mailto:indigenous@bcit.ca">indigenous@bcit.ca</a> to make arrangements well in advance.	
	Consider arranging group training on Allyship; Unconscious Bias; How to Deal with Microaggressions; and Effective Communication. Contact RDI office or Organizational Development to discuss.	
	Share the "Additional Resources" section with members.	

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