

GATHERING DEMOGRAPHIC INFORMATION ABOUT YOUR ORGANIZATION

- Recommend that organizations calling this a “voluntary self identification equity and inclusion survey”
- Include a purpose and objectives page, include the following;
 - State the purpose: Example, “This survey is an important aspect of a diversity and inclusion action plan for the organization. It is designed to obtain data on the diversity of your current staff through several lenses of diversity, as well as insights on inclusion”
 - State objectives: Example, to identify gaps and strengths in diversity representation at the organization, including employees on permanent and short contracts as well as students and to better understand the feeling of inclusion for those who self identify with one or more equity groups and to use data to inform the development of an appropriate action plan to address gaps in representation at the organization, to create a tool that may be shared and used by others in the industry”
 - State how the data will be used and how their information will be protected. Indicate that their participation is voluntary and in no way to connected to their employment or perspective employment with the organization

Headings and Questions

- Participant Overview, who completed the survey (total number) and the response rate
- Sample Questions:
 - What is your job level at the organization (or you can ask about role, manager, front of house or just management and non management etc)
 - What gender do you identify with?
 - Do you identify as indigenous?
 - Do you identify as a person living with a disability?
 - Do you identify as a person of colour?
 - What ethnic heritage do you most closely identify as? Please select all that apply
 - Do you identify as a member of the 2SILGBTQA+ community?
 - What marital status do you identify as? Please select all that apply
 - What family or caregiver status(es) do you identify as? Please select all that apply
 - What language do you speak? Please select all that apply
 - Do you identify as a person from another equity group not listed in the survey?

Inclusion Statements

- Create up with 3 inclusion statements to ask the group being surveyed (Later you will be able to see how folks answered based on their identity. E.g. 30% of women agree with statement etc.)
- Examples of Statements:
 - In this organization, I feel respected and valued

- In this organization, I can be my authentic self
- In this organization, I can be successful as my authentic self