
DIVERSITY, EQUITY & INCLUSION POLICY SAMPLE

Prepared by:

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ABOUT TRUCKING HR CANADA

As a national, non-profit organization, Trucking HR Canada advances modern HR solutions for the trucking and logistics workforce. One of our strategic priorities is to make a company's job easier by delivering a comprehensive collection of up-to-date guides, reports, templates and more to support effective human resources management and recruitment and retention efforts.

Visit truckinghr.com to find out more.

DISCLAIMER

The information contained within does not constitute legal advice. Trucking HR Canada, and all content contributors, bear no responsibility for any circumstances arising out of or related to the adoption, or decision not to adopt, any of the recommendations contained in this document.

WANT MORE

Interested in more information? To help fleet employers with their diversity, equity and inclusion work, Trucking HR Canada created the *Diversity, Equity and Inclusion: A Guide for Change*. This online resource can help employers with their first step or refine systems already in place, it includes:

- Information on why diversity, equity and inclusion (DEI) practices are needed in the Trucking and Logistics Industry
- Details on how your company can implement robust DEI practices
- Key considerations for on-going success

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PUPOSE

[Company Name] is committed to fostering a work environment that is inclusive, equitable and diverse. One where we celebrate differences; where each employee is treated fairly and is respected for those differences; and where every team member has an equal opportunity to contribute to the success of our company and reach their full potential. This commitment stems from our senior most leaders and includes every member of our team.

SCOPE

This policy applies to all current employees (full-time, part-time, contractual, permanent and temporary) of [Company Name] and it extends to our treatment of vendors and suppliers, contractors, visitors, customers and job applicants.

DEFINITIONS

For the purpose of this policy and for interpretation by our employees:

- **Diversity** refers to the differences in the make up of our employees, including age, race, colour, national or ethnic origin, family or marital status, sex, gender identity or expression, sexual orientation, language, physical and mental ability, genetic characteristics, political affiliation, religion, socio-economic status, and other characteristics that make our employees unique.
- **Equity** means ensuring fair access to all employment opportunities for everyone, regardless of diversity or difference. Equity addresses the effects of colonization, economic and social disparity, and injustices against marginalized groups. It also addresses systemic barriers to access and participation in employment opportunities, sometimes through practices that may not appear to be “equal”.
- **Inclusion** is the process through which the company builds community and where employees and the organization at large experience the benefits of diversity. Inclusion provides everyone with the right to participate in our workplace.

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COMMITMENTS

As a company, [Company Name] is committed to:

- Creating an environment where the individual differences and contributions of all employees are recognized and valued.
- Maintaining a work environment that promotes dignity and respect for every employee.
- Attracting and retaining a skilled and diverse workforce that best represents the talent that is available within the communities in which we operate.
- Ensuring all selection-based criteria are appropriate and based on diverse skills, experience and perspectives when both hiring new staff and promoting current team members. Selecting team members for new jobs or promotions based solely on merit.
- Regularly reviewing and updating as required all employment practices and policies that do not support the intention behind this policy – including, but not limited to: recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; social and recreational programs; terminations; and the ongoing development of a work environment built on the premises of diversity, equity and inclusion.
- Reviewing diversity statistics on an ongoing basis to ensure representation of our communities within and at all levels of our workforce.
- Complying with all associated legislation requirements.
- Encouraging respectful communication at all times.
- Actively discouraging, and addressing through appropriate disciplinary action, any forms of intimidation, bullying, victimization, vilification or harassment that result from or are contrary to the intentions of this policy.

Additionally, we expect our company leaders to:

- Understand their role in promoting diversity, equity and inclusion within our company.
- Act in accordance with this policy at all time.
- Actively discourage and address any actions that are contrary to this policy.

And we require all employees to:

- Treat all employees with dignity and respect at all time.
- Act in accordance with this policy at all times.
- Identify and bring forward any situations that are contrary to this policy.

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COMPLAINTS

It is the expectation of [Company Name] that all employees adhere to the commitments outlined above. Should you witness any breach of this policy, please advise [insert contact person name/contact department information] immediately.

If you are personally in violation of any commitments or the general intention of this policy, disciplinary action, up to and including termination, may be taken. The disciplinary action will be in direct correlation to the nature and extremity of the violation.

REPRISALS

Any employee who files a valid complaint in accordance with this policy will not be subject to any form of retaliation either direct (e.g. dismissal or demotion) or indirect (e.g. being passed over for a promotion).

POLICY REVIEW

[Company Name] is committed to reviewing our policies regularly. This policy will be reviewed no less than once every three years.

ACKNOWLEDGEMENT

I acknowledge that I have read and understand the Diversity, Equity and Inclusion Policy. I agree to comply with this Policy and its guiding principles. I understand that I am responsible for creating a workplace that is free from discrimination and where people feel included and welcomed. Should I not act in accordance with the intentions outlined in this policy, I may be subject to corrective action up to and including termination.

Name (Print):

Signature:

Date:

[Insert as policy footer]

Effective Date:

Revision Date:

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