

	<b>Policy Name:</b> <b>Equity Diversity and Inclusion Policy</b>
<b>Section:</b> Policies	<b>Policy Number:</b> AAPOL-04
<b>Initially Approved:</b> September 24, 2021	<b>Organization Lead:</b> Chief Executive Officer
<b>Last Revised:</b> N/A	<b>CEO Approved Date:</b> September 24, 2021

**Mind Forward Diversity and Inclusion Statement:**

At Mind Forward, we are committed to cultivating an equitable diverse, inclusive, and anti-racist place for all individuals to feel valued and respected, whatever their gender, race, ethnicity, national origin, age, sexual orientation or identity, education, or disability.

Our values are:

- Equity
- Inclusion
- Diversity
- Respect
- Integrity
- Collaboration
- Empathy
- Excellence

We are committed to creating a non-discriminatory and equity-oriented approach in all of our departments, programs, and worksites. We respect and value diverse life experiences and heritages, and work to ensure that all voices are valued and heard.

We are committed to building a healthy, inclusive environment, and to preventing and addressing discrimination and harassment. Mind Forward must and will ensure that its workplace is safe, professional, and free from discriminatory or harassing behaviour as outlined in the following documents (and not limited to):

- [Ontario Human Rights Code](#)
- [Employment Standards Act](#)
- [Occupational Health & Safety Act](#)
- [Accessibility for Ontarians Disability Act](#)

Mind Forward has a responsibility to prohibit actions that discriminate against people based on a protected ground in a protected social area as identified in the Ontario Human Rights Code below.

Protected grounds are:

- Age
- Ancestry, colour, race
- Citizenship
- Ethnic origin

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- Place of origin
- Creed
- Disability
- Family status
- Marital status (including single status)
- Gender identity, gender expression
- Receipt of public assistance (in housing only)
- Record of offences (in employment only)
- Sex (including pregnancy and breastfeeding)
- Sexual orientation.

Protected social areas are:

- Accommodation (housing)
- Contracts
- Employment
- Goods, services, and facilities
- Membership in unions, trade, or professional associations.

The EDI Committee has been created to facilitate the development of an inclusive, anti-racist culture and practice at Mind Forward. The Committee will also be responsible for driving the creation, monitoring implementation and evaluation of an EDI Action Plan

We are committed to maintaining an inclusive environment with equitable treatment for all and to modeling equity, diversity, and inclusion best practices for the Acquired Brain Injury services sector, as well as the nonprofit sector. Specifically we will:

- Centre diversity, inclusion, and equity in our vision, mission and values to ensure the well-being of all clients, families, staff, volunteers, visitors and the communities we serve.
- Acknowledge and dismantle any inequities within our policies, systems, programs, and services, and continually update and report organization progress
- Outline the procedures to be followed to address issues and or receive and resolve complaints.
- Monitor and explore potential underlying, unquestioned assumptions that interfere with inclusiveness through surveys and incident reporting
- Ensure the Board of Directors adopts EDI best practices.
- Help to challenge assumptions about what it takes to be a strong leader at our organization, and who is well positioned to provide leadership.
- Practice and encourage transparent communication in all interactions.

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- Commit time and resources to expand more diverse leadership within our board, staff, committee, and advisory bodies.
- Lead with respect, acceptance and inclusion. We expect all individuals to embrace this notion in their everyday practices.

Mind Forward abides by the following action items to help promote diversity and inclusion in the agency:

- Pursue EDI competency throughout our organization by creating substantive learning opportunities by developing and facilitating education sessions and dialogues on diversity, inclusion, and equity to provide information, resources, and opportunities for all stakeholders.
- Ensure transparent policy procedure and processes by reviewing policies annually to ensure compliance with legislative requirements and includes current EDI best practices.
- Annually generate and aggregate quantitative and qualitative research related to equity to develop an annual action plan to make incremental, measurable progress toward the visibility of our diversity, inclusion, and equity efforts. Once the content is curated it will be shared to support transparency and accessibility for our community and stakeholders
- Create leadership opportunities by developing informal and formal policies and practices that will expand leadership to better reflect the diversity of the communities we serve.
- Train and incorporate non-bias hiring, promoting, and evaluative processes.
- Collaborate with community partners and organizations committed to diversity and inclusion efforts.
- Advocate for public and private-sector policy that promotes diversity, inclusion, and equity. Challenge systems and policies that create inequity, oppression and disparity.

This policy works concurrently with the following Mind Forward policies:

- Human Resources Policies (Recruitment, Retention, , Exit Interviews)
- Workplace Harassment Policy
- Equity Diversity Inclusion Workplace and Anti-Discrimination Policy
- Purchasing and Procurement Policy (Supplier Diversity)
- Whistle Blower
- Professional Boundaries/Conflict of Interest
- Certification of Regulated Professionals
- Social Media
- Reporting a Colleague
- Client Staff Relationships
- Accessibility policy (AODA)
- Health and Safety Policy
- Client Complaint