

Guide

TO CREATE YOUR OWN DIVERSITY,
EQUITY AND INCLUSION COMMITMENT



chic geek

Coles Notes for Your DEI Commitment

“The most effective DEI policies are the ones that drive real change in an organization.”

STEP 1: DEFINE SUCCESS

Libra defines the success of Chic Geek’s commitment to DEI by the knowledge that having a policy or commitment in place meets the obligation of employer preparedness.



“We know a policy is successful when it is owned by the whole team - it generates conversation, and guides behaviour, and members of the team hold themselves and each other accountable for following it. That’s why we believe it is so important that the policy creation itself is an inclusive process that includes voices from across the organization.”

– Jillian Kruschell, CEO of [Libra Consulting](#) (Inclusion by Libra)

Libra made sure that Chic Geek’s DEI Commitment serves to:

1. Exemplify the organization’s values
2. Map out the responsibilities and expectations of the organization
3. Define a process to handle and respond to complaints
4. Allow leaders to implement the appropriate training and communication to all stakeholders

STEP 2: LET'S GET STARTED

Bring a team together and consider hiring a HR professional to help guide you through. Brainstorm openly, and help your working team (no matter their size) zero in on your WHY. Why is your organization in need of and passionate about creating a DEI policy or commitment?

Define your goals and vision. Then base your document on your region's legal workplace regulations. For Libra and Chic Geek, this meant paying close attention to the [Alberta Occupational Health and Safety Act](#). For your organization, it may mean looking into your regional standards and acts.

STEP 3: READY TO WRITE

Here's a template you can work with. This will guide you as you create your own DEI Commitment. DEI is a journey, not a sprint. Starting is the most important milestone. When you begin your journey remember that as your company evolves, so will your DEI practices and values and that's a good thing... we don't have to be perfect we just have to be willing to begin.

TITLE

Are you going with a commitment? A Promise? A Policy? What aligns best with your company culture and goals? You get to create your document's tone and dimensions.

INTRO

Start with synopsis of your values and goals.

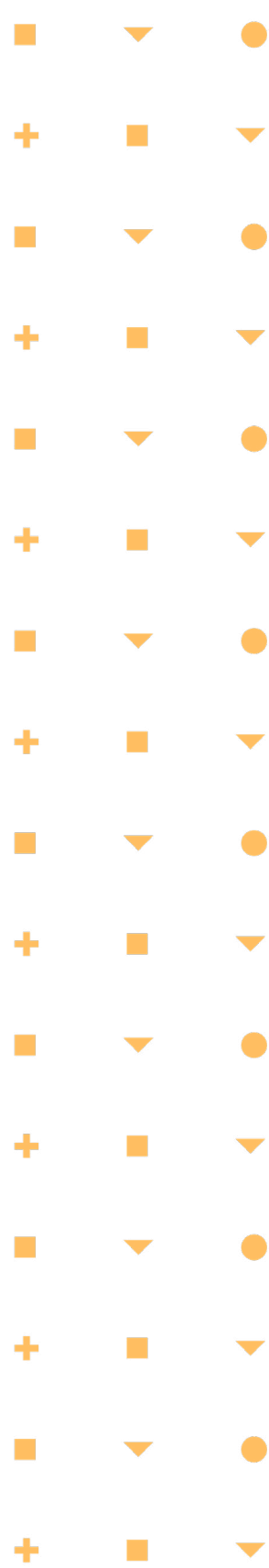
- What is your vision for DEI?
- What will define your DEI success?
- How will you make an impact and implement?

SCOPE

Outline the breadth and depth of your commitment in terms of expectations of how your workplace is defined and what you do in the world - define how will DEI impact the scope of your footprint on your mission.

IMPLEMENTATION

Outline why and how you implement your DEI policy; internally and externally. Your document doesn't just impact your team, it involves everyone in your community. Who will lead? Is it your CEO and founder? A specific team or is the onus on everyone? How will it grow and evolve?



COMMITMENTS

How will you live the values and goals of your DEI policy? What will it be based on? Company values and culture? Or specific goals and measurements? Or... both!

RECRUITMENT AND RETENTION

Define how DEI will impact your recruitment and retention practices as well as culture and day-to-day people management. What is your ideal scenario and how can you maintain it?

TRAINING AND DEVELOPMENT

How will you onboard new team members into the DEI fold? What tactics will be needed to outline how training and development will be implemented?

COMPENSATION

How do you define equality in the workplace, equal pay and values? Outline what compensation means to your organization and how it will be addressed in DEI context.

PERFORMANCE, PROMOTION, WORKING SCHEDULES

Outline how your organization will approach performance management and workplace expectations (is your organization a work from home culture, or in office hours culture? How does this impact your DEI culture)?

How will you implement reviews, and promotions and are you at a point to be able to offer incentives and support in career development? Or is this a goal for the future!

WORKPLACE PROCEDURES

You have the moral compass, but legalities are also important. We strongly encourage you to consult with a HR professional to review your region's Human Rights Act and Laws. Workplace procedures are an important aspect of DEI work and an outside perspective can make all the difference to your policy. Chic Geek worked with [Libra Consulting](#) to help define the "fine print." in our commitment document.

Libra also helped Chic Geek legally understand our commitments to complaint procedures and investigations including items such as:

- Workplace Harassment
- Workplace Violence
- Sexual Violence
- Domestic Violence
- Discrimination issues
- Investigation procedures
- Resolution processes

CONCLUSION

Chic Geek knew our DEI Commitment was going to look a bit different. We are unique, as is our community, and it was important to create a DEI Commitment that reflects our core values. If we can do it, so can you. And remember; getting it perfect isn't the main goal - starting your DEI journey is what counts. Key tips to help you begin the process of articulating your own DEI Policy or Commitment.

- Define Roles and Expectations for all groups and community members
- Define the role of leadership and CEO
- Define the roles and responsibilities of volunteers and anyone else who will be under your umbrella
- **And remember, DEI is an evolving process, include this in your document and consider revisiting it each year**

CHIC GEEK TIP

MAKE YOUR DEI STATEMENT WORK FOR YOU

Some of the elements that make Chic Geek's Diversity, Equity and Inclusion Commitment unique include:

- Verbiage about culture not just process
- Open opportunity for community members and the public to share feedback and suggestions with the organization
- Collaborative approach with staff and stakeholders to come to the final commitment
- Just as much emphasis put on how the document applies to relationships beyond the internal organization as the outside including external partners and suppliers
- An emphasis on values not rules
- A commitment to equity seeks groups
- Roles and responsibilities for all and everyone
- A commitment to keep this commitment document fluid and for all. Not to get bogged down in policy
- A commitment to review verbiage such as the use of women to make sure we are always reviewing best practices
- A link to the code of conduct and company brand and vision statement

About the Diversity Motherboard

WRITTEN BY

chic geek

Chic Geek exists to build gender diversity in technology, a sector that's shaping the world we live in. Our mission is to engage, retain and support intermediate women in tech through programs such as Career Pathing, Events, and our many industry Partnerships. Learn more at thechicgeek.ca

FEATURED COMPANY



Libra Consulting is a boutique, women-owned consulting firm, offering tailored diversity, equity, inclusion and belonging services to organizations across Canada. Learn more at inclusionbylibra.com

THANKS TO

albertaenterprise

Alberta Enterprise Corporation (AEC) promotes the development of Alberta's venture capital industry by investing in venture capital funds that finance technology companies. Learn more at alberta-enterprise.ca

THANKS TO



Alberta Innovates is a provincial research and innovation agency creating a healthier and more prosperous future for Alberta and the world. Chic Geek is a member of the Calgary Innovation Coalition (CIC), a network of technology support agencies committed to working together in supporting entrepreneurs and growing our innovation economy. Learn more at albertainnovates.ca