GUIDE FOR COMPLETING THE CODE COALITION REPORT

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Contents

This document is meant to serve as a guide for completing the CODE Coalition Report form. If you have any questions after reviewing this document, please contact Sanjana Vijayann at svijayann@ winnipeg-chamber.com.

Section A – Background Information

In 2022, your organization/business/institution became the inaugural signatories of the Commitment to Opportunity, Diversity, and Equity ("CODE") Coalition. By joining the CODE Coalition, your workplace made three commitments to furthering diversity, equity, and inclusion (DEI):

#1: Continuous learning

- We commit to ensuring a continuous process of learning that is followed by action that centers and amplifies colleagues, partners, and communities with experiences of discrimination, particularly women, Black, Indigenous, and other racialized communities, 2SLGBTQ+ identifying individuals, and persons living with disabilities.

#2: Create and/or implement a workplace diversity and inclusion strategy

- We recognize that institutional and organizational policies and procedures can contribute to systemic barriers, inequity, and exclusion in the workplace. We aim to review and reinvent our processes to support and advance a diverse, inclusive, and equitable workplace.

#3: Measure progress

- We commit to reporting on our workplace strategy and actions towards these commitments to track our collective progress toward our Diversity, Equity, and Inclusion goals.

To continue as a member of the CODE Coalition and recommit for a second year, you must complete an annual reporting form to share your experiences and progress over the past year. This document provides guidance and includes reflection questions that may help stimulate ideas for what to share.

Section B – Preparing the Report

The purpose of this section is to provide CODE Coalition signatories with advice on completing the CODE Coalition Report form, so their report is comprehensive and complete. We may contact you with follow-up questions.

Submission Instructions and Deadline

For your convenience, we have a downloadable list of questions here, so you can prepare your answers offline before you begin.

If you require this document in an alternative format, please contact Kayla Buehler at kbuehler@ winnipeg-chamber.com.

The online version can be completed over time. You will be able to save and return to it later.

The deadline to submit your report is July 31st, 2023. An email will be sent to confirm your report has been received. If you are still waiting to receive a confirmation email within one day of submission, please follow up with Sanjana Vijayann.

REPORT SECTION 1
CONTACT INFORMATION

The first section of the form requests basic contact information. Please provide the name of your organization/business/institution. Identify an individual who we can contact for more information (if needed), and provide their email address and phone number.

REPORT SECTION 2
PROGRESS ON THE CODE COMMITMENTS

The second section of the form has four parts. The first part requests information about your organization's overall DEI progress. The next three parts are specific to the three CODE Coalition commitments.

Overall DEI progress

Please answer the following question: "Did your organization set diversity, equity, and inclusion goals for the reporting period?".

If your organization sets DEI goals, please list them as completely and as specifically as you can. Examples of DEI goals include starting an employee resource group, improving our recruitment policies, tracking employee diversity, working with a DEI consultant, attending training etc.

The next question requests that you share highlights from your organization's DEI work. Please choose three of your best initiatives, accomplishments, or moments of learning. Here are some reflection questions to stimulate ideas.

- *How did the things you do contribute to the good of the company culture?*
- *What, if any, changes in attitudes, behaviours, and/or knowledge did you notice/were noted by your colleagues? Were there any 'ah-ha' moments?*

Please consider including relevant photos (if you have any) with your report. Please note that if you choose to include any photos, we will use the photos in CODE marketing. We can provide photo credits as provided, and all the other information provided within your report will be summarized and aggregated.

■ **Commitment #1: Continuous learning**

Using the scale provided, please provide a fair and accurate assessment to the question: "How do you feel you did on commitment 1?".

The second question in this section asks: "What did you do towards this commitment?". Below are reflection questions to use as a guide. Please note **you are not required to answer all of the reflection questions** and you do not need to address them in a specific order. Additionally, feel free to go beyond these questions and share other relevant highlights. Also, please consider including DEI work completed before joining the CODE Coalition.

REFLECTION QUESTIONS:

TRAINING:

- What, if any, internal DEI Training (i.e. attending a workshop, or webinar, speaker series etc, about a DEI topic) do you offer? Please list them.
  - Who attends this training?
  - Did you hire people from communities with experiences of discrimination as facilitators of your DEI training?
- What (additional) DEI education and training sessions did your staff attend? This can include CODE events, workshops offered by the WCC and other opportunities. As a reference, here is a list of WCC CODE events and workshops:

CODE Events 2021-2022
- Nov 21 CODE Workshop: Supporting Job Seekers and Employees with Learning and Intellectual Disabilities
- Feb 22 CODE Workshop: Black History Month: Taking Action Towards Anti-Racism
- Mar 22 CODE Workshop: Gender Inclusive Language
- May 22 CODE Workshop: Cultural Competency in the Workplace
- May-22 CODE Conference Diversity, Equity and Inclusion as Drivers for Success
- March 2022 CODE Coalition Conference
- Jun 22 Small Business Forum CODE Peer Learning
- CODE 101s
- Newcomer Employment Hub 101s

CODE Events 2022 - 2023
- Sep 22 CODE Workshop: Religious Inclusion
- Nov 22 CODE Workshop: Data and DEI: How To Measure What's Working and What Isn't
- Jan 22 CODE Workshop: How workplaces can respond to social events
- Mar 23 CODE Workshop: Digital Accessibility
- May 23 CODE Workshop: Taking Action on Reconciliation
- May 23 Code Conference
- May 23 CEOs for CODE
- Jan 23 Indigenous Job Fair
- Mar 23 CODE Coalition Conference
- Sept 22 Small Business Forum
- CODE 101s
- Newcomer Employment Hub 101s

- Approximately what percentage of your employees attended at least one DEI education or training session during the reporting period?
- What were the notable takeaways from the WCC CODE events and training sessions? From other training opportunities?
- Please share quotes and testimonials from your staff about the impact the trainings had.

RESOURCES
- Where do you (and your employees) search online for DEI resources? Did you access the CODE Resource Hub? Do you have a go-to place other than the CODE Resource Hub?
- How useful (to you) is the CODE Resource Hub?
- Which resources on the CODE Resource Hub helped you? How were they helpful?

ORGANIZATIONAL POLICY
- Does your organization provide DEI training for staff?

PARTNERSHIPS
- Has your organization collaborated with non-profit organizations, DEI practitioners, and community leaders? If you did, who were they?
- What were the purposes of the collaboration? What was achieved? What were the challenges?

■ Commitment #2: Create and implement a workplace diversity and inclusion strategy

Using the scale provided, please provide a fair and accurate assessment to the question: "How do you feel you did on commitment 2?".

The second question in this section asks: "What did you do to work towards this commitment?". Below are reflection questions to use as a guide. Please note, you are not required to answer all of the reflection questions and you do not need to address them in a specific order. Additionally, feel free to go beyond these questions and share other relevant highlights. Also, please consider including DEI work completed before joining the CODE Coalition.

REFLECTION QUESTIONS
- What, if any, policies and/or practices did you review with a DEI lens and update? Here is a list of different policy areas: hiring, retention, promotions, professional development, fundraising, advocacy, communication and marketing, events, program design, and procurement.
    - What changes did you make to policies? Provide examples.
    - What was the impetus for making changes to policies/practices? Were they due to a takeaway from DEI training? A complaint or concern raised by staff, customers, suppliers, or volunteers? Commitment to the CODE Coalition?
- What impact did the changes have on organizational culture, community relationships, and/or customer relationships? Provide examples.

■ **Commitment #3: Measure progress**

Using the scale provided, please provide a fair and accurate assessment to the question: "How do you feel you did on commitment 3?".

The second question in this section asks: "What did you do to work towards this commitment?". Below are reflection questions to use as a guide. Please note, you are not required to answer all of the reflection questions and you do not need to address them in a specific order. Additionally, feel free to go beyond these questions and share other relevant highlights. Also, please consider including DEI work completed prior to joining the CODE Coalition.

REFLECTION QUESTIONS

- How did/do you define "success" with respect to your DEI initiatives?
- What is your capacity to evaluate and track the success of your DEI initiatives?
    - Do you have evaluation expertise in-house? Do you contract out and/or consult with experts?
- In the past year, how did you measure the success of your DEI initiatives?
    - What were your data sources (e.g., attendance records, employee records, surveys, testimonials, meeting minutes)?
    - What indicators did you use (e.g., attendance at training sessions, number of policies updated, number of DEI-related issues raised to HR)?
    - Are you willing to share your data collection tools (e.g., surveys, interview questions)?
- Based on what you measured and tracked, what did you learn from the data you collected?
    - Please share intended and unintended outcomes (e.g., changes in knowledge, attitudes, behaviours).
    - What changes have been noticed in individuals, departments, and/or the organization?
    - What changes have been observed with respect to community relationships and/or customer relationships?
    - What are some highlights demonstrating the impact of your DEI initiatives?
    - How has the organizational culture of your business changed with respect to the implementation of DEI initiatives?
- What challenges did you experience with respect to this commitment?
    - What issues were there with collecting, analyzing, and interpreting data?
    - Did surveys have good response rates? Were staff willing to share their thoughts and experiences?
- Does your organization communicate DEI successes to the staff?
    - How have the successes been shared (e.g., meetings, email, internal website)?
    - How have staff responded?

- Do you have well-defined and measurable goals for next year?
  - What are some of next year's DEI goals?
  - What was the process for selecting these goals (e.g., employee engagement, stakeholder input)?
  - Do you have a plan to track progress and assess the impact of next year's DEI initiatives?

Please answer the following question: "Do you have a DEI story you would like to have shared publicly?" If you respond yes, please let us know if we can reach out to you hear your story.

REPORT SECTION 3

FEEDBACK TO THE WINNIPEG CHAMBER OF COMMERCE

The Winnipeg Chamber of Commerce is committed to supporting you and your organization with your DEI goals. We wish for CODE to evolve so that it continually meets your changing needs. We appreciate your feedback in this section!

The first question asks you to indicate how you feel overall with the DEI support you have received from the Winnipeg Chamber. Please select the response that most accurately represents how you feel. An optional follow-up question asks you to indicate why you selected the response to the previous question (i.e., "Why do you feel this way"?).

The next question asks you to identify what CODE resources, events and programs were most helpful. Please select all that apply. If none of these resources were accessed, please check the corresponding box.

For the last question in this section, please suggest other resources the Chamber could provide that would strengthen your organization's DEI work.

The head of your organization should review this report and sign off on it.

Thank you for completing this report and for committing to the CODE Coalition for another year! If you have any questions, please contact Sanjana Vijayann at svijayann@winnipeg-chamber.com.