



EQUITY, DIVERSITY AND INCLUSION (EDI)

Purpose

BurlingtonGreen is dedicated to providing an atmosphere free from barriers in order to promote equity, diversity, and inclusion (EDI). We celebrate and welcome the diversity of all Board members, employees, stakeholders, contributing volunteers, and all those we engage with. It is the policy of BurlingtonGreen to foster an environment that respects people's dignity, ideas, and beliefs thereby ensuring equity and diversity in employment, volunteerism, and community engagement at BurlingtonGreen. We continually demonstrate our commitment to this by providing a supportive work environment and a corporate culture that welcomes and encourages equal opportunities for all employees and volunteers.

Definitions

The following words or phrases, when used in this policy, have the meaning noted below:

Diversity - Refers to the mix of our identities, experiences, and perspectives. These differences are not always fixed, but can be fluid and can include without limitation:

- Age
- educational background
- ethnicity
- first language
- gender identity and expression
- geographical location
- Indigeneity
- immigration status
- intellectual ability
- marital status
- national culture
- parental status
- physical or other dis/abilities
- physical or mental health status
- race
- religion and beliefs
- sexual orientation
- socioeconomic status

- work experiences

Employment Equity - Refers to proactive employment practices that remove barriers in the workplace that may prevent the full participation of all employees and potential employees, including members of designated groups.

Equity - The guarantee of fair treatment, access, opportunity, and advancement for all while striving to identify and eliminate barriers that have prevented the full participation of some groups. The principle of equity acknowledges that there are historically under-served and under-represented populations and that fairness regarding these unbalanced conditions is needed to assist equality in the provision of effective opportunities to all groups.

Inclusion - The state in which all employees can be their authentic selves at work, feel that their differences are valued and that they are included in processes, activities and decision-making in a way that shares power and ensures equal access to opportunities and resources.

BurlingtonGreen's Equity, Diversity & Inclusion (EDI) Principles

BurlingtonGreen is committed to creating and upholding a workplace culture and community relations that:

1. Values differences;
2. Is fair and equitable; and
3. Is inclusive of all identities, backgrounds and perspectives.

To uphold this commitment, BurlingtonGreen will:

- Identify and work to remove barriers that impede equity, particularly for underrepresented, designated, and equity-deserving groups;
- Equip our Board and staff to make fair, evidence-based people decisions by providing training and resources to reduce the impact of unconscious biases;
- Develop and implement people systems (e.g. performance management, recruitment, etc.) that reduce the likelihood of unconscious bias, discrimination, racism, and oppression;
- Strengthen team members capability to lead and work inclusively through dedicated training programs;
- Measure and monitor the diverse representation of our team, including a focus on intersectionality, identifying areas of underrepresentation, and developing goals to improve;
- Measure and monitor perceptions of inclusivity and equity within our organization, identifying gaps, particularly across equity-seeking and underrepresented groups, and developing goals and action plans to improve;
- Provide equitable access to learning, development, and growth opportunities;
- Support flexible working arrangements, where possible;
- Ensure that EDI is embedded in our policies and supporting tools and resources;
- Investigate and appropriately address any concerns, claims or issues raised related to EDI, harassment, discrimination, oppression, racism, or exclusion of any form; and
- Hold Board volunteers, employees and those operating on BurlingtonGreen's behalf accountable for the adherence of this policy and inclusive working practices.

BurlingtonGreen recognizes that EDI is not an activity but rather a core part of the culture and day-to-day practices must be upheld. As such, EDI must be integrated into all aspects of the organization from the way people behave, to the values, policies, systems, and procedures.

Equitable Opportunities

BurlingtonGreen is committed to equity throughout all aspects of an employees and volunteers relationship with BurlingtonGreen, including, but not limited to, hiring, promotions, training and development, working environment and conditions, discipline, termination, compensation, and benefits. BurlingtonGreen is committed to ensuring that all decisions are made on the basis of objective standards related to the requirements of the role and the individual's qualifications.

Responsibilities

Management has particular responsibility for:

- Implementing this policy in their day-to-day management and leadership of employees and volunteers;
- Applying policies and practices in a fair way that promotes employment and participation equity;
- Taking appropriate action when this policy is not adhered to; and
- Ensuring that all employees, volunteers and contractors are given a copy of this policy.

All employees and others acting on behalf of BurlingtonGreen have responsibility for:

- Upholding this policy in their day-to-day work and in their interactions with colleagues, clients, members of the public and other stakeholders;
- Ensuring that they understand and behave in a way that promotes and upholds the company's principles to Equity, Diversity, and Inclusion; and
- Raising any breaches of this policy to the attention of the Executive Director, or the President of the Board of Directors in the case of the Executive Director.

Breaches of this Policy

Behaviour and actions that are contrary to this policy will not be tolerated and will be appropriately addressed in a timely manner.

Any employee who feels that they have been unfairly treated, or who have concerns related to possible breaches of this policy, are encouraged to raise concerns with the Executive Director or President of the Board of Directors., in the case of the Executive Director.