

# Equity, Diversity and Inclusion Brief

Updated: 2021-04-21

## PURPOSE

The purpose of this document is to provide an overview of TAF's policies towards, and commitment to, equity, diversity, and inclusion (EDI).

## WHAT IS EQUITY, DIVERSITY, AND INCLUSION?

- **Equity** is treating everyone fairly by acknowledging their unique situation and addressing systemic barriers. The aim of equity is to ensure that everyone has access to equal results and benefits.
- **Diversity** is represented in the wide range of qualities and attributes within a person, group or community. When we celebrate diversity, communities and workplaces become richer as they draw upon the variety of experiences, perspectives, and skills that people can contribute.
- **Inclusion** is acknowledging and valuing people's differences so as to enrich social planning, decision making and quality of life for everyone. In an inclusive society, we all have a sense of belonging, acceptance, and recognition as valued and contributing members.

## WHAT IS THE EQUITY, DIVERSITY, AND INCLUSION WORKING GROUP AT TAF?

The EDI Working Group at TAF is an employee-led initiative seeking to advance equity, diversity, and inclusion at TAF. The Working Group has a rotating chair, all are involved in decision making, and members do not carry any hierarchy to enhance power sharing.

### Improvements to improve our work and workplace

The Working Group provides recommendations to the Senior Management Team on the development of internal policies and procedures to enhance equity, diversity and inclusivity at TAF.

### Tracking, measurement and reporting

The Group conducts an annual demographics survey to TAF staff, Board of Directors, and any relevant Committees, to track progress towards our EDI objectives.

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## Learning and Training

The Group also plans and coordinates EDI-related training and support to TAF staff and is provided with a yearly budget for this purpose.

## Communication

The EDI Working Group will communicate regular updates to the wider team via all-staff meetings, and email as necessary.

## TAF'S EDI ACTIONABLE PRINCIPLES

Actionable principles help us maintain our commitment to equity, diversity, and inclusion. It is the responsibility of all members of TAF to understand and embody the actionable principles within their day-to-day work.

1. **Value diversity.** Understand that diversity is a strength and that teams work best when the people within them are diverse in both background and approach.
2. **Be respectful.** Respect each individual's right to express and present themselves relative to their religion, culture, ethnic background, sexual orientation, gender-identity, age, and physical and mental ability.
3. **Empathize.** Consider the perspectives of others and understand that people may look at things in different ways.
4. **Communicate with care.** Use non-discriminatory, inclusive language and consider how your language choices might impact others. The value of your message is determined by the receiver, not by the sender.
5. **Don't assume.** Focus on the capability of an individual without assumptions or labels. Avoid imposing harmful viewpoints or opinions onto others. Allow others to speak for themselves.
6. **Ask informed questions.** Take onus to learn about different diversities. Refrain from asking leading or misguided questions. Understand that individuals have the right not to answer questions, especially if it may cause them to reveal information that they feel is personal or sensitive.

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## EQUAL BY 30

In 2019, TAF became a [signatory](#) of the Equal by 30 Campaign. Led by Natural Resources Canada, the Equal by 30 campaign is a global effort under the international Clean Energy Education and Empowerment (C3E) Initiative that aims to close the gender gap and provide insights on the inclusion of women and under-represented groups in the clean energy workforce.

We've made the following commitments:

1. Maintain equal representation of women across TAF's total staff, and at least 30 per cent representation at each level (senior management and non-senior management).
2. Achieve and maintain equal representation of women on each of TAF's committees.
3. Strive for equal representation of women on TAF's Board of Directors. Recognizing that Board Members are appointed by Toronto City Council, convey our commitment to equality and diversity to the City of Toronto Public Appointments office with a request to actively adopt equity and diversity in the recruitment and selection process.
4. Report publicly on our progress on commitments 1-3 above. Share our experiences and lessons learned where possible. Be transparent and fully accountable to our stakeholders.
5. Ensure that all HR and recruitment activities are clear and reflective of TAF's commitment to equity, diversity and inclusion; this includes clear documentation of supportive policies that allow flexibility for different needs (e.g. flex hours, work from home, parental leave, etc.).

## EDI RELATED HR POLICIES

TAF is committed to a respectful workplace free from discrimination and harassment, and to being an equal opportunity employer. These commitments are reflected in TAF's HR policies regarding matters such as respectful workplace, sexual orientation and gender identify/expression, and recruitment. Policies and procedures are available upon request.