

# Anti-Racism Policies Template



*Created by Social Fabric Institute Inc.*

Contents

- 1. Governance..... 4
- 2. Employment and Human Resources ..... 5
- 3. Volunteers and Volunteer Management..... 7
- 4. Professional Development, Education, and Training ..... 7
- 5. Collecting and Using Race-Related Data ..... 8
- 6. Program Design ..... 8
- 7. Community Engagement ..... 8
- 8. External Communication ..... 9
- 9. Implementation and Sustainability ..... 9



## Instructions

The following are the steps you can use for this template:

- Insert the name of your organization throughout the document, replacing the placeholder “ORG” with your organization’s name.
- Where you read the words *(see supporting document)* in this policies template please see the supporting document for a related comment; then delete the words *(see supporting document)*. The supporting document exists to help you complete the template.
- Modify this document to reflect your organization’s structure, staffing, and focus.
- Add the following to reflect your organization’s focus and needs:
  - An organization-specific anti-racism statement (or statement of commitment)
  - A specific structure to track and evaluate progress (if that will be done in-house)
  - Safe reporting mechanisms/complaints processes
- Discuss the policies and adopt those that fit within your context<sup>1</sup>, adding the date of their adoption to the document and noting when their first review will be.
- Add your logo or letterhead.
- Print, share, and discuss these policies at all levels of the organization.

**Important: This is not legal advice**

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<sup>1</sup> Ensure that in the adaptation of these policies to your context that they remain consistent with the Prince Edward Island Human Rights Act.



## 1. Governance

### 1.1 Executive Leadership

We recognize that Executive Directors (and other leadership positions) have a particular responsibility to recognize and model anti-racist behaviour and the policies herein (including building, fostering, and practicing a culture of accountability). *(see supporting document)*

As leaders, we commit to deep self-reflection around how we have been socialized to understand ourselves in conversations around race and racism and to make the changes necessary to be an anti-racist leader, as difficult as that might be.

### 1.2 Board Recruitment and Selection

The board seeks to develop a genuine understanding of - and authentic, equitable relationships with - BIPOC communities; we know that without relationships of trust, board recruitment from BIPOC communities may fall short. Such outreach and recruitment work will be part of the responsibility of board members.

We understand that to serve a diverse community, we need to have diverse governance and that calling on people we already know will probably not lead to that end. As a result, we commit to doing things differently and to creating formal structures to diversify our board by [year]. *(see supporting document)*

We will develop a skills, attributes and competencies matrix for board selection; on this matrix, BIPOC lived experiences will be recognized as essential cultural competencies in addition to other more formally recognized competencies, skills, and qualifications.

BIPOC candidates will be integrated into the nomination and election of the board whenever possible.

We will be mindful that BIPOC candidates need to truly feel welcome to apply, but they also need to know that the spaces they are entering are safe; without a sense of both BIPOC candidates may not apply.

### 1.3 Board Structure & Functioning

We recognize that our anti-racism commitment must continue regardless of project timelines, staff turn-over, and funding limitations and resources; continuity of our efforts is possible when anti-racism is a lens through which we see all our work.

We understand that orientation sessions can be central to creating organizational equity, particularly when offered to first-time board members. These sessions can make the functioning of the organization transparent and aid in the transition of new board members.

**ORG** will continue to adapt its structures and functioning to promote BIPOC participation in governance.



We commit to building the competence and confidence of new board members (particularly if they are new to governance roles) by valuing their contributions in discussions as well as providing mentorship if needed.

The board will develop and adopt integration strategies - and an internal culture - that increase BIPOC individuals' participation and ability to contribute and succeed on the board.

Anti-racist governance requires ongoing learning and education, even for those familiar with anti-racist practices. We commit to continued capacity building in this area.

ORG's board will explore various ways of reducing barriers to participation (i.e., financial burdens to participation, transportation, daycare) as well as building various forms of compensation or recognition (i.e., financial compensation and/or public promotion and recognition, etc.). *(see supporting document)*

The full participation of all board members will be facilitated through measures that acknowledge the cultural, linguistic, and racial diversity of the board in board meetings and board communications.

## 2. Employment and Human Resources

### 2.1 Recruitment and Selection

In order to identify recruitment strategies, those with human resources roles will endeavour to better understand the racial/cultural composition of the workforce in the local area and, if possible, the sector. This data can then inform our benchmarks for representation.

We commit to mentioning in job ads that we recognize and value lived experience, informal education, and transferable skills in addition to formal education and certifications; we will develop and adopt selection rubrics that recognize and weight the value of lived experience, informal education, and transferable skills (in addition to, or instead of, formal education). *(see supporting document)*

We recognize that allyship can look like open and transparent communication in employment competitions, and we commit to unlearning our biases around whose applications we give more attention to (i.e. who is considered an insider vs outsider), particularly when this falls along racial lines. *(see supporting document)*

We understand the importance of including BIPOC individuals on hiring committees because their perspectives and insights are invaluable and unique; if there are not enough BIPOC staff to do this, we will ask for volunteers from the board or other related organizations.

We will adopt equity-seeking interview practices, for example, ensuring interviews provide enough time for all candidates to bring forward their strengths.



We commit to ensuring that our processes work to reduce the influence of bias in all recruitment and selection processes, including reviewing applications and interviewing.

We recognize that to recruit more diverse candidates, we need to develop relationships of trust with BIPOC communities as well as do targeted recruitment in those communities; without these extra efforts, our recruitment may fall short.

### **2.2 Onboarding and Induction**

We understand that orientation sessions can be central to creating organizational equity. These sessions can make the functioning of the organization transparent and aid in the transition of new employees. The introduction of our anti-racism policies should be central to this process.

Human resources will develop and adopt inclusion strategies - and an internal culture - that increase BIPOC individuals' participation and ability to contribute and succeed in the organization.

### **2.3 Career Management**

We will ensure that BIPOC employees are supported in their career development within the organization. This support can be demonstrated through mentorship, training, sponsorship, coaching, or leadership development. [\(see supporting document\)](#)

We recognize that in order for a BIPOC employee to thrive in our organization, they need to be treated with dignity and respect; part and parcel of creating that essential environment is the upholding of effective anti-discrimination policies and practices.

We will embed flexible working arrangements that allow employees to contribute and thrive in the workplace.

### **2.4 Performance Development, Appraisal, and Promotion**

We commit to developing consistency in criteria and application of work evaluations, promotions, and capacity-building opportunities for all.

In addition, we understand that a BIPOC employee's experience in the workplace may be entirely different because of the racism they face, potentially internally and externally; as a result, our performance appraisal and promotion processes will need to recognize that some shortfalls may be reflective of these external factors and therefore, they should not be held against the employee. Related human resource policies and practices should be developed to believe and support BIPOC experiences, particularly as they relate to racism.

### **2.5 Retention**

We commit to taking note of BIPOC experiences in the organization, including the rate of their retention, and addressing retention issues as they arise.



## 2.6 Internal Communication

All employees must be aware of these anti-racism policies and how they relate both to their work and to the organization's mission and values. Communication about these policies should be accessible, consistent, and supported by leadership.

## 3. Volunteers and Volunteer Management

We recognize that to recruit more diverse volunteers, we need to develop relationships of trust with BIPOC communities as well as do targeted recruitment in those communities; without these extra efforts, our volunteer diversification efforts may fall short.

Those who work with volunteers in the organization will develop and adopt inclusion strategies - and an internal culture - that increase BIPOC volunteers' participation and ability to contribute and succeed in the organization.

All volunteers must be aware of these anti-racism policies and how they relate both to their volunteering and the organization's mission and values. Communication about these policies should be accessible, consistent, and supported by leadership.

## 4. Professional Development, Education, and Training

We recognize that our anti-racism commitment must include ongoing education and capacity building for staff, board members, and volunteers. **ORG** will:

- Address racism-related issues in regular meetings and retreats (*see supporting document*);
- Seek out regular anti-racism training, particularly approaches that deepen understanding of local BIPOC communities' histories and realities;
- Network with other groups committed to anti-racism (*see supporting document on Community of Practice*); and
- Create and foster a culture of individual and organizational accountability as it relates to anti-racism.

We recognize that there is a need for BIPOC employees to access educational resources and opportunities specific to their lived experiences and that those opportunities should be afforded to them.

Employees will be encouraged to commit to deep self-reflection around how they have been socialized to understand themselves in conversations around race and racism and to make the changes necessary to be equity-centred team members.



## 5. Collecting and Using Race-Related Data

ORG understands that ethically collecting and analyzing race-based data and evidence in our communities and organization are essential to identifying and addressing inequities. We commit to exploring - and implementing - how data and evidence will help us better understand who makes up our communities/our organization, who we are currently serving, and who is being left out. We recognize that only by knowing these things can we take evidence-based corrective action and then measure progress.

In ORG's preparation for race-related data collection, we will consider how this work will be done ethically, clearly, and in a client-centred/employee-centred manner. *(see supporting document)*

## 6. Program Design

We commit to reviewing existing programs through an anti-racist lens and to taking action to address what needs to change. *(see supporting document)*

We prioritize allocating adequate resources to programming that uplifts and amplifies BIPOC contributions and excellence even when resources are limited.

In the creation of new programs, we understand that to do things in an anti-racist manner often means that we are doing things differently; doing things differently means we can address unintentional harm in our past programs and processes. *(see supporting document)*

We recognize that program design and community engagement are very intertwined in PEI. So, we commit to building meaningful and equitable relationships with BIPOC communities in order to ensure that our programs 1. address the needs of a racially-diverse province and 2. support and model the dismantling of harmful practices.

We consider BIPOC representation, participation, and leadership when organizing conferences, training, public meetings and events. We will explore flexible fee structures to ensure that financial considerations are not a barrier to BIPOC participation.

## 7. Community Engagement

ORG commits to building and maintaining relationships with BIPOC communities that can stand the tests of time (and funding fluctuations), recognizing that meaningful change moves at the speed of trust.

We commit to reflecting on our social locations and how they shape when and with whom we engage; we will adjust our behaviour when necessary. We recognize that this will often require





us to step back and make space for the voices of those with lived experience of racism (Black, Indigenous, and/or People of Colour).

We recognize that BIPOC communities have expertise in how to address various forms of racism; when funding projects, we seek to recognize this expertise and back projects that draw on - and respond to - their lived experiences and community circumstances.

## 8. External Communication

**ORG** commits to using inclusive and anti-racist language and imagery in its regular external communications; we value the input of BIPOC communities when they approach us with feedback on either.

**ORG** will explore what issues and/or emerging public events are affecting local BIPOC communities and would, therefore, benefit from our organization's private or public act of authentic allyship.

BIPOC participation at our organization's events will be encouraged through active publicizing of the event among relevant communities and through free registration where appropriate.

## 9. Implementation and Sustainability

### 9.1 Implementation

We recognize that we may not have all the in-house knowledge and skills necessary to know how to implement and maintain these policies; we will seek external expertise and resources when necessary. *(see supporting document)*

We understand that these policies are more likely to reflect the lived realities of those living with racism when we collaborate with those with lived experience of racism; we will centre BIPOC voices in the implementation of these policies and will put considerable efforts into the creation of safer spaces and minimize the risk and labour of those BIPOC individuals involved.

We will consider conducting an equity audit as a means to getting a broader understanding of where the organization currently is around race-related issues and how they might need addressing in the organization.

### 9.2 Sustainability

We recognize the centrality of continued anti-racism capacity building to the sustainability of these policies.

**ORG** recognizes that for these policies to be effective and achieve their intended results there needs to be a regular review of the policies; we commit to assessing these policies every second year to see what might need to be adjusted or added.



We recognize that racialized experiences often intersect with religious and cultural differences; we commit to shifting our workplace culture so it is inclusive of the religious and cultural diversity within the organization.

We recognize that in order for anti-racism efforts in our organization to be sustainable and successful, they must be a collective responsibility; that said, some organizations may have the capacity to have an individual (or an anti-racism working group) to lead this change. Those individuals should be supported in these efforts without it adding undue stress or it putting them over-capacity.

We recognize that building a culture of accountability is essential to our anti-racist efforts. We commit to building a culture that supports self-accountability (recognizing our own personal roles and responsibilities), mutual accountability (focussing on the effects of our behaviour on others), and community accountability (our responsibilities to the organizational culture of accountability). *(see supporting document)*

