Sheridan Centre for Equity and Inclusion logo

PRACTICES OF INCLUSION AND RESPECT

Adapted from <http://web.uvic.ca/eqhr/resources/practices.pdf>. Please contact the Centre for Equity and Inclusion with suggestions for additional ways to foster respectful and inclusive spaces.

# INDIVIDUAL

* Be open to and accept different experiences, perspectives and points of view.
* Support colleagues or friends, who are being harassed, discriminated against or treated disrespectfully.
* Take training on conflict resolution.
* Find ways to welcome newcomers or people who seem to be on the margins.
* Make an effort to establish genuine connections with people who are different from you (age, gender, sexuality, race, culture, faith, disability, etc.).
* Educate yourself about diversity without expecting people different from you to “teach” you.
* Recognize your own privilege and how it has created advantages in your life; it’s about awareness, not shame.
* Attend equity and inclusion workshops and events.
* Do not laugh at sexist, racist, heterosexist or otherwise demeaning jokes.
* Identify your biases and stereotypes (we all have them). Resist acting on them and unlearn them.
* Look for and question assumptions.

# USE OF LANGUAGE

* Remember that this is fluid and evolving and that you will make mistakes. Make efforts to keep up with changing terminology.
* Correct mistakes and move on. Apologize if appropriate.
* If someone challenges you, listen to what they have to say and try to understand their perspective. Thank people for guidance.

# ORGANIZATIONAL PRACTICES

* Ensure that policies and procedures speak to the broadest possible audience, not just the majority.
* Make sure all members are aware of accessibility principles and the duty to accommodate.
* Aspire to a level of inclusion and accessibility that makes accommodation unnecessary. Learn about universal access/design and related concepts.
* Strive to make inclusive language the norm.
* Create opportunities for people to tell their stories. Lived experience is expertise.
* Promote the fact that inclusion benefits everyone.
* Hold events in fully accessible locations. Consider providing live captioning.
* Make materials and information available in a range of formats.
* Be mindful of the dominance of Christian holidays and learn about and acknowledge other traditions and celebrations.
* Be confident to try doing things differently as opposed to the way we’ve always done it.
* Distinguish between impact and intent. Address the impact.
* Create an environment where differing perspectives are welcomed and people speak up and out.
* Encourage genuine dialogue on human rights and equity.
* Conduct meetings with people seated in circles.
* Create space for silence in meetings and ensure all participants have an opportunity to speak.
* Consider the impact of change on people with little or less power in the organization.
* Provide confidential and anonymous avenues for people to give feedback and information on their experience in the organization.
* Download the addition to the Outlook or Entourage calendar that contains recognized days of religious observance (days of no work or no study) for a range of faiths and to avoid scheduling important events on these days.
* Consider the use of preferential, limited or equity planning hiring when vacancies arise.
* Encourage mentoring of people new to the organization (either formally or informally).

# FOR INSTRUCTORS/TEACHERS

* Invite your students to let you know (if for any reason) they do not understand what is going on in the classroom (either at that moment or during your office hours).
* Include a statement on accommodation (for visible/invisible disabilities, religion, etc.) in your course outline; refer to Sheridan policies.
* Use multiple methods to convey information (written, verbal, graphic, etc.).
* Provide alternative assignment options (different ways of demonstrating knowledge of course material).
* Where possible, avoid scheduling exams or other important class events on days of religious observance.
* Encourage a diversity of perspectives, thereby creating an environment where differences are welcome.

To receive this information in an accessible format, please contact the Centre for Equity and Inclusion at the email address or phone extension below.

**CENTRE FOR EQUITY AND INCLUSION**

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