

# EDI POLICY



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& vectorology foundry

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**1. Equity, Diversity and Inclusion Statement**

**1.1. Context**

This policy is based on the principles of the Canadian Charter of Human Rights and Freedoms; the labour standards as well as Laval University's equity, diversity and inclusion action plan.

It also takes into consideration the multiple research studies that have shown that, by making diversity and inclusion part of our daily activities, and learning how to manage them effectively, there are many benefits that will follow, including greater innovation and productivity, as well as productivity, greater sense of esteem and belonging.

This policy emphasizes the value and uniqueness of each member of the COVF, including its representatives, staff and core personnel.

**1.2. Definition of Concepts**

**Equity:**

An approach that aims to treat each individual, and each historically disadvantaged group, fairly; taking into the particular characteristics of their situation in order to place them on an equal footing with the majority group. It is opposed to uniformity in the systematic application of a standard without taking into account the differences and diversity of society. Recognizing that the social structure has differential impacts on minorities, compared to the majority, this approach aims to correct this imbalance. It aims to ensure that all are entitled to the same benefits (equal opportunities), considering the particular characteristics of their situation.



### **Diversity:**

A term often used to refer to the differences, or similarities, between individuals within a group or organization. Socio-demographic characteristics are commonly used to distinguish one from another; for example, gender, sex, ethnicity, origin, physical, religion and beliefs values, age, education, language, sexual orientation, etc. It should be noted that people whose socio-demographic characteristics are different from those of the majority group are likely to offer various opinions, ideas, work and life experiences, skills and knowledge.

### **Inclusion:**

An action or measure aimed at creating an environment that welcomes, respects and values diversity so that all members of its community feel that they belong, are encouraged to contribute, and will earn recognition for that contribution. If their particular situation requires it, the organization supports them and offers them measures to foster their well-being and fulfillment. It is a sustained commitment to welcoming, integrating, accompanying and supporting long term self-development.

## **1.3. Objectives**

To make the COVF and its related core an environment:

- That ensures the dignity and autonomy of each COVF member, staff and customers.
- Where everyone can grow without barriers, harassment or discrimination;
- Where each person has the opportunity to develop to their full potential;
- Attractive for the development of diverse perspectives, experiences and knowledge by all means
- With the sufficient openness to create safe, innovative and dynamic environments.
- That fosters the development of the skills necessary to integrate inclusive practices in all aspects of the COVF works.

## **1.4. Policy**

The application of the Equity, diversity and inclusion policy is under the responsibility of the governance committee. A member of the governance committee must be named as COVF EDI officer.

- The COVF does not tolerate or admit any form of discrimination within its organization.
- The COVF strives to be an inclusive environment in its practices so that everyone can develop in respect, dignity and recognition of the rights and freedoms of the person, without distinction, exclusion or preference based on ethnicity, color, sex, gender identity or expression, pregnancy, sexual orientation, marital status, age, religion, political beliefs, language, social condition, and disability. The COVF will ensure that it creates a diverse and inclusive workplace in which the individual differences and contributions of all employees are recognized and valued.



- Discriminatory behaviour will result in disciplinary action, up to and including dismissal.

The COVF is committed to:

- Implement the best practises in recruitment
- Identify areas of underrepresentation in its team and set objectives to mitigate these.
- Treat equitably its staff members
- Create an environment in which individual differences and contributions of all team members are recognized and valued.
- Have each representative and employee read and sign the Equity, Diversity and Inclusion Policy as part of the hiring process
- Provide a safe and inclusive office space for the entire team to ensure that everyone is able to participate and work to their full potential.
- Provide sufficient resources to the personnel to ensure everyone is able to achieve their full potential.
- To raise awareness of diversity issues and unconscious bias and prejudice among COVF management team by making the Unintentional Bias and Prejudice training mandatory, once every 2<sup>nd</sup> year.
- Encourage any person who believes that he or she is subject to discrimination in the context of this policy to inform a member of the governance committee so that the organization can appropriately address the situation.

### **1.5. Equity, Diversity and Inclusion Officer**

An EDI officer has to be nominated by the governance committee. The EDI officer must have a clear mandate from the CEO to foster initiatives that will develop a sense of belonging and inclusion not only for the organization's own staff but also for those of neighbouring organizations and community members.

The EDI officer also serves as a point of contact for any questions, initiatives or issues regarding EDI considerations.

### **1.6. Concerns, Reporting and Complaints**

For any concerns, to report, or complain about any issues observed regarding the EDI policy, the personnel are invited to contact the COVF EDI officer.

The COVF's commitment involves:

- To take in charge any situation as quickly as possible
- To preserve the privacy of all stakeholders.
- To ensure that all persons involved are treated humanely, fairly and objectively and that adequate support is provided;
- To offer to meet with the individuals involved to resolve the situation.



- To investigate raised concerns promptly and objectively. If deemed necessary, the responsibility of such investigation shall be transferred to an external party. The persons concerned will be informed of the conclusion of this examination process. If the investigation does not establish that unacceptable behavior has occurred, all physical evidence will be retained for two years by the governance office and destroyed thereafter.
- To take all reasonable steps to resolve the situation including disciplinary action in collaboration with the human resources staff of the institution(s) involved.

Any person who violates or misappropriates the EDI policy is subject to disciplinary action as determined by the appropriate human resource office.

## **2. Commitment:**

I confirm that I read and understand all the content of the described EDI policy and I consent to adhere to its principles in the context of my functions:

\_\_\_\_\_  
Employee Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Supervisor Signature

\_\_\_\_\_  
Date