

Gender Inclusion and Diversity Roadmap

Executive Team

Name

Company Name

Position

How I currently contribute to creating an inclusive and inviting workplace for everyone

How I plan on making our workplace even more inclusive and inviting

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How to use this Roadmap:

- (1) Ensure the roadmap best fits your role in your organization (i.e. employee, people leader, etc.)
- (2) Fill in each box to the left on this page
- (3) Check off the boxes after you complete each step of the roadmap

EXECUTIVE TEAM ROADMAP

DESCRIPTION

1. Decide whether to purchase the Respect in the Workplace license
2. If purchased, you and your team can learn about how to make your workplace welcoming for everyone and receive your certification

OBJECTIVES

- Understand how to create an inclusive workplace environment
- Understand what is appropriate workplace behaviour and what isn't
- Learn ways to prevent and respond to negative workplace behaviour

DIRECTIONS

- Provide the link to employees (if purchased)
- Refer to the CME website for more information

DESCRIPTION

1. Review the talent management guide and consider which steps your team can take to improve your attraction and retention policies and practices
2. Meet with your HR team to discuss actions your organization can take

OBJECTIVES

- Learn about how you can make your workplace more inclusive through your attraction, recruitment, and retention policies and practices
- Have a list of actions your organization can feasibly take

DIRECTIONS

- Access the Talent Management Guide on the CME website

DESCRIPTION

1. Review the 10 steps you can personally take to create an inclusive workplace, and take action on those steps
2. Send these steps out to your team

OBJECTIVES

- Have a clear understanding of specific actions you can take to build an inclusive workplace
- Begin taking those actions
- Get your team on board to do the same

DIRECTIONS

- Access this document on the CME website, send the link out to your team, and look for a poster of the 10 steps in your workplace

WHO YOU ARE

- A Champion
- An Advocate
- An Ally

WHO YOU ARE

- Company Leader
- Strong influence
- Looking to drive organizational change

DESCRIPTION

1. Plan with HR
2. Send out an organization-wide reminder
3. Participate in your organization's kick-off workshop to learn about how you and others can benefit from an inclusive workplace

OBJECTIVES

- Understand why inclusion and diversity is important for you and your organization and teach others
- Initiate the conversation about inclusion and diversity with your organization

DIRECTIONS

- Organize and facilitate the workshop at your organization. If you aren't able to host a session, send out the full version to all employees. You can access this workshop on the CME website

DESCRIPTION

1. Read and review this guidebook
2. Take action so you can role model inclusive behaviours in your organization
3. Make sure to tell other people leaders what you are doing, and encourage them to do the same

OBJECTIVES

- Gain an understanding of how to model inclusive behaviour for employees
- Learn to be a champion for gender inclusivity
- Understand what actions you can take to support female colleagues

DIRECTIONS

- Access the Leader Guidebook for Men on the CME website

DESCRIPTION

1. Every quarter, plan out and facilitate your organization's discussions about how to improve your workplace using our facilitation guide with the support of HR

OBJECTIVES

- Listen to and understand others' experiences and views
- Give ideas on how your organization can make your workplace more inclusive

DIRECTIONS

- Plan, facilitate, and participate in your organization's inclusion and diversity meetings
- Send out meeting invites to all employees

