

3.08 Equity, Diversity and Inclusion

Section:	Board/Organizational	Review Period:	3 Years
Policy Approval:	June 2017	Next Review:	Oct 2024 – Oct 2025
Revision Date:	September 19, 2023 May 28, 2024		

Purpose:

To foster an inclusive and culturally safer environment for our membership, teams and task forces, staff, volunteers, and Board. The Ontario Society of Occupational Therapists (OSOT) values the diversity of our members, staff, volunteers, and interested parties and recognizes the differences among us are fact and are at our core identity. At OSOT, we embrace diversity and inclusivity in all aspects of our work and mission.

Policy:

The Ontario Society of Occupational Therapists prioritizes diversity, equity, and inclusion as crucial components of organizational excellence. We believe that diversity is a strength, and we strive to engage a wide range of voices, viewpoints, and skill sets to enhance our work, actively seeking out diverse engagement, ideas, and actions. OSOT strives to treat everyone based on their unique needs, creating an environment where all individuals can fully participate, perform, and engage creating equitable access.

OSOT commits to working toward best practices when it comes to the support, employment process, and retention of staff regardless of differences in race, ethnicity, age, gender, sexual orientation, religious beliefs, economic status, physical abilities, life experiences, and other perspectives.

OSOT will continue to promote a culture that embraces, respects, accepts, and values diversity. This entails efforts to communicate and meet individual needs to ensure that everyone feels valued, respected, and empowered to contribute to their fullest potential.

To ensure OSOT upholds these practices, an audit will be carried out to review and reassess our commitments.

Procedures:

1. The Executive Director will uphold OSOT's commitment to employment diversity and the creation of an inclusive work environment that is respected in all aspects of human resource planning, recruitment, compensation, employee development, retention, and policies.
2. The Executive Director shall ensure the provisions and legal requirements of the [Ontario Human Rights Act](#), [Ontario Equity Act](#), and the [Accessibility for Ontarians with Disabilities Act](#) will be paramount.
3. The Executive Director ensures that this policy is accessible and transparent on the OSOT website regarding our commitments to membership, teams and task forces, staff, volunteers, and Board.
4. OSOT staff, Board, and volunteers will receive training on equity, diversity, and inclusion. This training will support the understanding and application of concepts and expectations that can be implemented into their work.

5. OSOT has a process for members and volunteers to raise concerns should they feel that OSOT does not fulfill goals of equity, diversity, and inclusion. Any communication in this regard will be promptly forwarded to the Executive Director and/or the Board of Directors for appropriate action.
6. The Governance Committee and/or Executive Director will conduct an organizational audit every three years to evaluate the Society's compliance with its policies and commitments. An Audit Tool will be utilized to achieve this. The findings of the audit and any subsequent suggestions will be presented to the Board of Directors. An action plan will be established and enacted to address gaps and further improvement opportunities.

This process will utilize the [Global Diversity, Equity, and Inclusion Benchmarks](#) to measure best practices from each category.

Related References:

[Glossary of IDEA Terms Canadian Centre for Diversity and Inclusion](#)

[Global Diversity, Equity, and Inclusion Benchmarks](#)

OSOT Association Audit Tool – Living a Commitment to Diversity and Inclusion