



# Module 8 - Workplace Policies

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## **Congratulations! You have made it to Module 8.**

This last unit aims to provide you with a list of tools. The toolkit is composed by different policies and templates to help you build your own workplace policy.

- What is policy? Why is it important for SMEs?
- What policies should I consider implementing in my workplace?
- Explore the policy templates to start your DE&I implementation plan.

At the end of this unit, you will find a survey to provide NWAC with feedback about your experience during this training. This will help us improve our advocacy efforts. We kindly ask you to help us retrieve the most valuable data, your journey.

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# Module Overview

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## 1. Workplace Policies

- 📖 Toolkit
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## 2. Providing feedback

- 📖 Survey
- 

## 3. Continuous Learning

- 📖 External Resources
- 📖 Help Promote and Support Reconciliation by Sharing this Course with Others

# Workplace Policies

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## Toolkit

### Implementation Time

Throughout this course, you have developed a foundational understanding of Indigenous Peoples, their cultures, and the importance of Diversity, Equity, and Inclusion (DE&I) in the workplace.

You have been introduced to various First Nations Communities, the Métis, and the Inuit, gaining insight into their unique histories, traditions, and experiences. Moreover, you have learned about the significance of treaties and the obligations they entail.

Recognizing the necessity for reconciliation, you are committed to actively responding to the Truth and Reconciliation Commission of Canada's Calls to Action.

Your comprehension extends to essential concepts such as bias, racism, prejudice, and discrimination. Additionally, you have delved into the true history of genocide in Canada and its lasting effects at both the historical and systemic levels. Furthermore, you have explored Indigenous ways of knowing, mental health perspectives, and diverse worldviews.

**What should you do with this newfound knowledge? It is imperative to translate your learnings into actionable policies that will genuinely enhance your workplace culture. By implementing these policies, you can foster an environment of inclusivity, respect, and equity for all individuals.**

### Why is Policy Development Important for SMEs?

- Policies provide **clear guidelines and expectations for employees**, outlining what is acceptable or expected behavior within the organization. This helps to eliminate ambiguity, minimize confusion, and ensure consistency in decision-making processes.

- Policies help SMEs ensure compliance with applicable legal, regulatory, and industry requirements. They serve as a framework that guides businesses in **adhering to relevant laws**, protecting both the company and its employees from potential legal and reputational risks.

- Policies **promote fairness and consistency** in how employees are treated and how operations are conducted. They ensure that everyone is subject to the same set of rules and procedures, promoting a healthy work environment and reducing the potential for favouritism or bias.

- Well-developed policies can help SMEs identify and mitigate potential risks related to various aspects of their operations. Whether it's addressing cybersecurity risks, ensuring the safety of employees, or managing financial processes, policies provide a framework to **handle risks effectively**.

- Employees can better understand their roles, responsibilities, and the expected standards of behaviour, enabling them to **work more effectively**.

- Policies can contribute to employee development and **well-being** by setting guidelines for training and development opportunities, performance evaluations, and benefits.

- Policies can play a vital role in shaping the organizational culture of SMEs. When policies are aligned with values such as **diversity, inclusion, and ethics**, they contribute to creating a positive and inclusive work environment. This, in turn, can attract and retain top talent and foster employee engagement and loyalty.

- Policies serve as a reference point in resolving conflicts or disputes that may arise within the organization. By explicitly outlining the steps to address issues or conflicts, policies facilitate **fair and efficient conflict resolution processes**.

- Having well-documented policies sends a message to employees, customers, investors, and other stakeholders that the SME operates in a **professional and credible manner**. It demonstrates that the business is committed to transparency, accountability, and ethical conduct.

## Build Your Own Policies

We encourage you to develop your own business policies that align with your company's objectives and principles. To provide you with a starting point, we offer these templates to assist you on your path.

### ✓ Diversity Policy

An official document that outlines the company's commitment to embracing diversity in all aspects of its operations. It should clearly state the company's objectives to build a diverse and inclusive workforce, promote equal opportunities, and eradicate discrimination.

This policy also establishes mandatory diversity training programs for all employees to raise awareness, understanding, and appreciation of diversity-related issues. It may cover topics like unconscious bias, cultural sensitivity, and inclusive leadership, helping to foster a more inclusive workplace culture.

## Diversity Policy Template



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### ✓ Equal Opportunity Policy

This policy ensures that all employees and job applicants are treated fairly, regardless of their race, colour, religion, sex, national origin, age, disability, or any other protected characteristic. It should emphasize the company's commitment to adhering to all applicable employment laws and regulations.

## Equal Opportunity Policy Template



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### ✓ Anti-Discrimination and Harassment Policy

This policy sets out guidelines on prohibited behaviours, including discrimination, harassment, and retaliation. It should clearly define what constitutes discrimination or harassment, provide multiple reporting mechanisms, ensure protection for whistleblowers, and outline the investigation and disciplinary procedures.

## Anti-Discrimination and Harassment Policy Template



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### ✓ Indigenous Relations Policy

Creating an Indigenous Relations policy, practicing land acknowledgements, and engaging in community building with Indigenous Peoples are important steps towards Reconciliation. Engaging in reconciliation efforts through policies and initiatives can contribute to healing and addressing past wrongs.

#### Land Acknowledgement Template

*We respectfully acknowledge that we are on the traditional territory of the [Insert First Nation's Name], who have been stewards of this land for centuries. We recognize the historic injustice and ongoing systemic barriers faced by Indigenous Peoples and their communities. We pay our respects to the [Insert First Nation's Name] and their Elders, both past and present, and commit to honouring their contributions to the land, culture, and community. As guests on this land, we pledge to learn from the wisdom of the [Insert First Nation's Name] and work towards creating a more just and equitable society, one that respects and upholds Indigenous rights and sovereignty.*

## Indigenous Relations Policy Template



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End of Section 1

# Providing feedback

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## Survey

Thank you for taking the time to participate in our survey. Your feedback is invaluable to us, and we greatly appreciate your willingness to share your thoughts and opinions. We are grateful for your contribution and look forward to incorporating your insights into our ongoing advocacy efforts.

***Time to complete: 3 minutes***

**Thank you once again for your valuable participation!**



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Please use the link below to view the content.**

<https://www.surveymonkey.com/r/VYQJ829>



# Continuous Learning

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## External Resources

*Here is a compilation of recommended external resources to assist you in furthering your learning journey.*

*The recommendations provided below are just a starting point and by no means an exhaustive list.*



**Where Can I Find More Resources to Increase My Knowledge of Indigenous Cultures and Traditions?**

1. Indigenous Corporate Training Inc. ([www.ictinc.ca](http://www.ictinc.ca)): Offers online training courses, books, and articles for Indigenous cultural competency in Canadian contexts.
2. First Nations Development Institute ([www.firstnations.org](http://www.firstnations.org)): Provides resources, research, and toolkits related to Indigenous economic development and cultural preservation.
3. National Centre for Truth and Reconciliation ([nctr.ca](http://nctr.ca)): Offers educational resources and materials related to residential schools, Reconciliation, and Indigenous history in Canada.
4. The Indigenous Canada Massive Open Online Course (MOOC) by the University of Alberta: Provides free online courses exploring Indigenous histories, cultures, and perspectives in Canada.
5. "A manual for Decolonization", online [Handbook](#) by Peter McFarlane & Nicole Schabus.

## Where Can I Find a List of First Nation Communities in My Region?

1. Services Canada: This government website provides a directory of First Nations communities by province and territory, [online](#)
2. Assembly of First Nations: represents First Nation communities across Canada and their website can be a valuable resource. Visit their website and explore the regional pages to find information about the First Nations communities in your area. [Online](#).
3. Provincial or territorial Indigenous organizations: Each province and territory in Canada often has its organization representing the interests of Indigenous Peoples. These organizations typically maintain lists and directories of the First Nation communities within their jurisdiction. You can search for the specific organization in your province or territory and visit their website to find community listings.
4. Online Indigenous mapping platforms: Some online platforms provide interactive maps that display the locations and names of First Nation communities across Canada. Two notable examples are the Indigenous Peoples Atlas of Canada ([online](#)) and the Native Land Digital ([online](#)). These platforms allow you to explore and learn about Indigenous territories, languages, and communities.

## Where Could I Recruit Indigenous Staff?

1. Indigenous Works (formerly Aboriginal Human Resource Council) - [Indigenousworks.ca](http://Indigenousworks.ca)
2. The First Nations Human Resources Development Commission of Quebec (FNHRDCQ) <https://cdrhpnq-fnhrdcq.ca/en/>
3. ITK - Inuit Tapiriit Kanatami - [itk.ca](http://itk.ca)
4. Indigenous Careers - [indigenoucareers.org](http://indigenoucareers.org)
5. Indigenous Professional Association of Canada (IPAC) - [ipacweb.org](http://ipacweb.org)
6. Turtle Island Staffing - [tistaffing.com](http://tistaffing.com)
- 7.

## What Organizations Provide Mental Health Support Specifically Tailored for Indigenous Employees?

1. Thunderbird Partnership Foundation - <https://thunderbirdpf.org/>
2. Indigenous Services Canada - <https://www.canada.ca/en/indigenous-services-canada.html>
3. Native Counselling Services of Alberta (NCSA) - [nca.ca](http://nca.ca)
4. First Nations Counselling Portal Ontario & British Columbia - <https://www.firstnationscounselling.com/>
5. First Nations Health Authority - [fnha.ca](http://fnha.ca)
6. Indigenous Health Today - <https://ihtoday.ca/>
7. Indian Residential School Survivor Society (IRSSS) - [irsss.ca](http://irsss.ca)
8. Mental Health Commission of Canada - [mentalhealthcommission.ca](http://mentalhealthcommission.ca)

## What MOVIES Could I Watch to Learn More about Indigenous Worldviews?

1. "Atanarjuat: The Fast Runner" (2001) - Directed by Zacharias Kunuk. A story set in the Canadian Arctic that delves into Inuit mythology and the challenges faced by a community.
2. "Trick or Treaty?" (2014) - Directed by Alanis Obomsawin. This documentary explores the historical and contemporary treaty relationships between Indigenous peoples and the Canadian government.
3. "We Were Children" (2012) - Directed by Tim Wlochatyuk. A documentary focusing on the experiences of two Indigenous children who were forcefully separated from their families and placed in residential schools in Canada.
4. "Kanehsatake: 270 Years of Resistance" (1993) - Directed by Alanis Obomsawin. This documentary presents the 1990 Oka Crisis, a historic event concerning a standoff between Mohawk activists, the government, and police forces over land rights.
5. "Rhymes for Young Ghouls" (2013) - Directed by Jeff Barnaby. Set in the 1970s, this film depicts a young Indigenous girl's fight against the Indian Residential School system and the effects of colonization.
6. "Indian Horse" (2017) - Directed by Stephen Campanelli. Based on Richard Wagamese's novel, this film tells the story of an Ojibwe boy who uses his love for ice hockey as a means of escaping the traumas of residential school.
7. "Hi-Ho Mistahey!" (2013) - Directed by Alanis Obomsawin. Another documentary by Obomsawin, it focuses on the Attawapiskat First Nation's efforts to establish a much-needed school for their community.
8. "The Grizzlies" (2018) - Directed by Miranda de Pencier. Inspired by a true story, this film portrays a high school lacrosse team in the Inuit community of Kugluktuk, Nunavut, and their journey toward empowerment and healing.
9. Directory of Indigenous made-Films - [REEL Canada](#)

## What BOOKS Could I Read to Deepen My Understanding?

1. "The Inconvenient Indian: A Curious Account of Native People in North America" by Thomas King.
2. "Indigenous Writes: A Guide to First Nations, Métis, and Inuit Issues in Canada" by Chelsea Vowel.
3. "Clearing the Plains: Disease, Politics of Starvation, and the Loss of Indigenous Life" by James Daschuk.
4. "Braiding Sweetgrass: Indigenous Wisdom, Scientific Knowledge, and the Teachings of Plants" by Robin Wall Kimmerer.
5. "Speaking My Truth: Reflections on Reconciliation & Residential School" edited by Shelagh Rogers.
6. "The Right Relationship: Reimagining the Implementation of Historical Treaties" by John Borrows.
7. "The Reason You Walk" by Wab Kinew.
8. "Indian Horse" by Richard Wagamese.
9. "Seven Fallen Feathers: Racism, Death, and Hard Truths in a Northern City" by Tanya Talaga.
10. "From the Ashes: My Story of Being Métis, Homeless, and Finding My Way" by Jesse Thistle.
11. Other Indigenous Reading List Recommendations:
  - From the Royal Alberta Museum (RAM): [Indigenous Reading List | Royal Alberta Museum](#)
  - From the University of British Columbia: [Top 10 Indigenous Books | Indigenous Education \(ubc.ca\)](#)
  - From CBC Books: [25 books that highlight beauty of Indigenous literature: 'It is time to tell our own stories our way'](#)

## Which PODCASTS Are Recommended for Exploring Indigenous Culture?

1. Unreserved - Hosted by Rosanna Deerchild, this CBC Radio podcast covers a wide range of topics related to Indigenous culture, politics, and social issues in Canada.
2. Red Man Laughing - Hosted by Anishinaabe comedian Ryan McMahon, this podcast delves into conversations about Indigenous culture, identity, and social justice. It features interviews with a range of Indigenous guests.
3. Coffee with My Ma - Hosted by Lenore Keeshig, this podcast delves into conversations between Lenore and her mother, recorded at their kitchen table. It explores intergenerational experiences of being Anishinaabe, focusing on culture, language, and family stories.
4. Stories From the Land - Hosted by Hayden King, this podcast shares stories of the land and its relationship with Indigenous people. It explores Indigenous knowledge, storytelling, and environmental issues.
5. Media Indigena - This podcast, hosted by Rick Harp, covers various topics related to Indigenous Peoples, including culture, politics, and media representation. It offers perspectives from Indigenous guests and commentators.
6. Warrior Life - Hosted by Pamela Palmater, this podcast discusses a range of issues affecting Indigenous Peoples, including social justice, human rights, and political activism. It aims to empower Indigenous communities and individuals.
7. InDIYgenous Culture On Air - This podcast, hosted by Dene/Métis media artist Clayton Windatt, highlights Indigenous cultural practices, arts, and expressions. It features discussions with Indigenous artists, performers, and creators.
8. Residential Schools from Historica Canada - This is a three-part podcast [series](#) created by Historica Canada and hosted by Shaneen Robinson-Desjarlais. Along with the podcast, Historica also offers a video series, an education guide, and several new entries on The Canadian Encyclopedia about the history and legacy of residential schools.

## What Other Resources Are Accessible Online That Pave the Road to Reconciliation?

- The Road to Reconciliation | [Indigenous Peoples Atlas of Canada](#)
- Residential School History - National Centre for Truth and Reconciliation ([NCTR](#))
- Hiring Across All Spectrums: A Report on Broadening Opportunities for LGBTQ2+ Jobseekers ([prideatwork.ca](#))
- Educational and Inclusion Guides, Canadian Centre for Diversity and Inclusion. [Resources \(ccdi.ca\)](#)
- Building Inclusion for Indigenous Peoples in Canadian Workplaces from Jennifer Thorpe-Moscon and Joy Ohm ([Catalyst](#), 2021)
- Reconciliation Education [Resources](#).
- Indigenous Canada - A 12-lesson [course](#).

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## Help Promote and Support Reconciliation by Sharing this Course with Others

“My dream for Canada is to see a future where all Indigenous and non-Indigenous peoples stand together in harmony, recognizing the value of each other's contributions. Through reconciliation and mutual respect, we can create a nation that is stronger, more inclusive, and built on a foundation of understanding and love.”



**Chief Robert Joseph**

Hereditary Chief of the Gwawaenuk First Nation, BC

### Thank you for completing the training

By participating in this learning journey, you walk towards Reconciliation. Now, implement your learnings and continue engaging in collaboration with Indigenous organizations.



## **NWAC - Native Women's Association of Canada**

The National Voice for Indigenous Women since 1974.

[Visit page](#)

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End of Section 3



You have reached the end of the Module