



Commitments

- Referrals**
- 01 Develop standard operating procedures that embeds use of the **Settlement Referral Form** in 1) new staff onboarding process, and 2) when supporting applications for Permanent Residency.
 - 02 Distribute Settlement Services in the Bow Valley **monthly newsletter** to all staff and/or regularly post Settlement Services and Foreign Worker Support Services posters in a prominent location.
 - 03 At least once before September 30, 2022: Provide Settlement Services in the Bow Valley with a point-in-time **staffing profile** for your organization. The profile should include: number of foreign workers, number of Permanent Residents of Canada, and most common countries of origin.
- Communication**
- 04 Determine the top three **most common languages** that are spoken at home by your staff (excluding English), and host three Settlement Services in the Bow Valley workshops with interpretation for the three language groups identified on site or virtually.
 - 05 Provide **interpretation upon request** for meetings that relate to: onboarding, tax forms, health and safety information, or performance evaluation. Add a statement to your employee handbook or other onboarding documents explaining that interpretation is available upon request for those specific meetings.
 - 06 Have your employee handbook reviewed for **plain language considerations** by Alberta Workforce Essential Skills.
 - 07 Provide **paper copies of tax documents** upon request.
 - 08 Establish **post office boxes** for all staff accommodation units.
- Organizational Culture**
- 09 Enroll at least one leader in Intercultural Competency Facilitator Training Program.
 - 10 Provide at least one staff member with at least one hour per month of paid time to participate in the BVIP Anti-Racism **Community of Practice**.
- Accessibility**
- 11 Complete the **Inclusive Hiring Checklist** and report findings of that evaluation including any planned changes to Vecova.
 - 12 Add an **Equal Opportunity Employer** statement to recruitment ads.
 - 13 Ask the following question during all interview pre-screening processes: "We value the diversity of all our employees. Is there any stage of the recruitment process that you will need supports or accommodations for?"
 - 14 Offer to provide **written interview questions** before and at interviews.
 - 15 Working with department managers, create a list of staff members with **identified disabilities** and report those numbers in annual reports and/or at annual meetings of senior leadership.
- Health & Safety**
- 16 Evaluate your **emergency response plan** for considerations related to staff who are new to Canada or English language learners, and report the findings of that evaluation including any planned changes to BVIP.
 - 17 Distribute provided **translated information on mental health** resources to all staff and/or post that information in a prominent location.