

ANTIRACISM POLICY

OBJECTIVE/BACKGROUND

Canadian Foodgrains Bank understands that all people are created equal and bear God's image and that discrimination against any person or group based on race, ethnicity, culture, or country of origin or any other protected characteristics as identified in our Harassment Policy is in opposition to our organizational values as a faith-based, Christian organization.

We recognize that diversity, equity, and inclusion in all our systems and structures will enhance our capacity to achieve our vision and mission, and we commit to creating structures that ensure diverse representation in our domestic and international programs.

We also acknowledge our need to actively work at addressing racist systems, structures, and attitudes within our own organization and in our sector that have historically disadvantaged Indigenous, Black, and other racially defined peoples.

This policy identifies our commitment to antiracism and to being an antiracist organization, and outlines how that commitment is enacted.

SCOPE

This policy applies to all Foodgrains Bank staff, volunteers, seconded and contract personnel, consultants, and board directors, when they are engaged in activities on behalf of or representing the Foodgrains Bank, as well as others who may from time to time be asked to represent the Foodgrains Bank, when they are in that role, collectively referred to as personnel.

Foodgrains Bank strives to be an organization where individual self-worth and dignity are respected and affirmed. Consequently, this policy may be more stringent than applicable employment laws. This is intentional. Conduct may be unacceptable, even if it is not illegal.

This policy is a partner to the Foodgrains Bank's *Harassment* and *Standard of Conduct* policies.

DEFINITIONS

Race – is a social construct used to classify people into different groups based upon general external physical characteristics such as colour of skin, hair texture, stature, and facial features. Race designations are not static and have changed over time.

Ethnicity – divides people into categories based on characteristics such as shared sense of group membership, values, behavioral patterns, language, political and economic interests, history, and ancestral geographical base. Examples of different ethnic groups are Haitian, African American; Korean, Vietnamese; Cree, Saulteaux; Cuban, Puerto Rican; Polish, Ukrainian.

Racism – a social system in which one group of people is given advantages and/or power over another group based on race or ethnicity. It includes the belief in the inherent superiority and dominance of one race or ethnic group over others.

- **Individual racism:** The beliefs, attitudes and actions of individuals that support or perpetuate racism. Individual racism can be unconscious or conscious, active or passive. It includes personal prejudice and overt or unconscious bias based on race or ethnicity, stereotyping, racial profiling, race-based violence, and other forms of discrimination such as telling a racially insensitive joke, using a racial slur or excluding people from activities or opportunities based on race.
- **Systemic/Institutional Racism:** Policies, practices and procedures of organizations and institutions that have the effect of perpetuating racism and racial inequalities and privileging of one racial group within an institution or between institutions and social systems. It can be the result of activities or arrangements that set out to discriminate or harm, or it can result from ignorance or complacency. An example could be a biased recruitment/hiring process within a workplace.
- **Cultural/Ideological racism:** The basis of both other forms of racism, as it is the value system which is embedded in society which supports and allows discriminatory actions based on perceptions of racial superiority, and inferiority. *Source: Public Service Alliance of Canada Anti-racism Policy 2008*

Antiracism – The work of actively opposing racism by advocating for changes in our everyday interactions across political, economic, and social life. Anti-racism is an approach set up in opposition to individual, systemic and cultural racist behaviors and to address the impacts of racism on individuals and groups who have been negatively affected by racism. *Source: Race Forward, “Race Reporting Guide” (2015)*

Antiracist – To be antiracist is for individuals and/or institutions to continuously challenge their own and others’ beliefs, assumptions, and actions that are based on race, and to actively work towards the elimination of racism in all its forms.

Decolonization – Is the process of removing colonizing influences from both colonized and colonizing peoples and social structures. It involves valuing and revitalizing Indigenous knowledge and approaches and weeding out settler biases and assumptions that have negatively impacted Indigenous ways of being. It is the intentional undoing of colonialism, colonial rule or discourses, and examining and challenging white privilege rooted in colonial ideology.

Diversity, Equity, Inclusion (DEI) – A set of principles and practices that together promote the representation and participation of individuals of various ages, races, ethnicities, abilities or disability, genders, sexual orientations or cultures, with the goal of creating and maintaining an environment that is free from discrimination and bias.

- **Diversity** - the representation and respect of people of various backgrounds and characteristics including but not limited to race and ethnicity.
- **Equity** - A condition or state of fair, inclusive, and respectful treatment of all people. Equity is not the same as equality. Equality means that everyone is treated in exactly the same manner. Equity means that everyone is treated fairly and that individual differences are recognized, accepted and valued.
- **Inclusion** - The extent to which diverse members of a group (society/organization) feel valued, respected, and provided with opportunities for full participation within a social or institutional system. (Canadian Race Relations Foundation glossary of terms)

Complainant – An employee or other person who raises a complaint about an incident or pattern of racist behaviour, or about racist structures and systems.

Respondent – An employee or other person who has been accused of racist behaviour.

POLICY

Our Commitment

1. Canadian Foodgrains Bank is committed to promoting and modelling antiracism in all aspects of the organization including but not limited to our culture, operations, and governance, and to encouraging all personnel to be antiracist.
2. We commit to continued contribution to and participation in humanitarian and international development sector antiracism and decolonization work.
3. We will apply an antiracism lens to our domestic and international operations, internal and external communications, human resources program, and policies and procedures.
4. We will commit sufficient human capital, time and financial resources to the work of antiracism to enable the Foodgrains Bank to meet our commitments to antiracism and to ensure lasting change.

Our Actions

5. We will implement recommendations from the international relief and development sector antiracism targets as codified by Cooperation Canada in their antiracism framework and report back on work done against these recommendations
6. We will communicate our diversity, equity and inclusion commitments, expectations and actions to all personnel (Note: see Scope above)
7. We will monitor and report to the board and staff on our efforts to be antiracist through the annual collection and dissemination of race-based data, employee attitudes, progress against targets, and outcomes.
8. We will identify and address systemic discrimination and barriers in all policies, programs and initiatives.
9. We will take steps as needed to ensure that personnel from historically disadvantaged racial groups have fair and equitable access to career advancement and opportunities.
10. We will work to create a safe workplace and organization for all personnel where they can do their best work and can safely raise or identify incidences of individual, systemic or cultural racism without fear of reprisal.

Our Expectations

11. All personnel are expected to engage in the individual and collective work of antiracism, and to abide by the terms of this policy.

12. Personnel experiencing racism are strongly encouraged to report their experience to their supervisor, the human resources department, or a trusted advocate.
13. Any personnel witnessing instances of racism or patterns of racist behaviour are strongly encouraged to report their observations to their supervisor, the human resources department, or a trusted advocate.

Our Responses

14. Any complaints of discrimination based on race, ethnicity or country of origin will be taken seriously and duly investigated as outlined in the following procedures.
 15. Personnel found to be in breach of this policy may be provided with opportunities to learn about the impact of their actions, change their behaviour, and/or face sanctions up to and including termination of the employment relationship.
-

PROCEDURES

1. Sector Participation

- 1.1. Human Resources staff are responsible for ensuring the Foodgrains Bank's full participation in sector antiracism work. This will include completing the annual ARC Hub survey for Cooperation Canada, and identifying a staff representative to the ARC Hub.

2. Reporting

- 2.1. Human Resources staff will collect race-based data from employees on an annual basis and will report the percentage of people of colour on the staff team to staff and the board.

3. Human Resources Practices

- 3.1. Recruitment – Human Resources staff will take steps as needed to ensure that we are recruiting and hiring from a diverse talent pool. This will include ensuring that:
 - Job ads are invitational to racialized people.
 - Candidate short-listing will not take race into account.
 - Interviews are standardized and unbiased.
 - Interview participants have taken anti-bias training.
 - Final selection will be made in accordance with the standards committed to in our hiring policy.
- 3.2. Orientation – Human Resources staff will ensure that our organizational work on antiracism will be a part of the orientation for all new staff.
- 3.3. Advancement – Human Resources staff will ensure that all staff have equal opportunity for advancement within the organization regardless of race. This will include ensuring that:
 - Supervisors are providing equal opportunity for skill development to all team members.
 - Advancement opportunities are advertised internally.

- Staff from minority groups are specifically invited to consider applying for an internal opportunity when they have shown capacity for the position.

3.4. Policies – All human resources policies and procedures will be vetted to ensure that they are equitable to staff of any race or ethnicity, and that they support our goal of being an antiracist organization.

4. Complainant Safety

4.1. Human Resources staff assume responsibility for creating and maintaining a safe workplace for all racialized staff. From time to time this may require making accommodations for people of colour that might not be granted to other staff. This is to ensure equity and safety for all staff.

5. Reporting, Responding to, and Addressing Incidents of Racism or Racial Harassment

5.1. Reporting – Staff are invited to report any incidents of racism or racial harassment to Human Resources staff, any member of the Antiracism Steering Committee, any manager or director, or to another trusted employee.

Anyone receiving a report of racism or racial harassment shall see to the safety of the victim and the complainant when they are not the same person.

Anyone receiving a report of racism or racial harassment is requested to escalate the complaint to Human Resources but should first seek permission from the victim to make such a report.

Anyone receiving a report of racism or racial harassment must treat the information they have with due care, ensuring confidentiality of the parties involved until a review or investigation has been completed.

Anyone making a legitimate report of racist behaviour or racial harassment will not be penalized nor will their employment be jeopardized in any way.

5.2. Responding – The Foodgrains Bank will respond to the victim and/or complainant within five working days of receiving a report of racism or racial harassment. The response will include:

- Acknowledgement of the reported incident.
- Steps taken to ensure the safety of the victim and/or complainant.
- A proposed investigation plan.
- Support options offered for the victim and/or complainant.

5.3. Addressing – All reports of racism or racial harassment will be taken seriously and duly investigated by a qualified investigator. Determination of whether to use an internal or external investigator will depend on the nature of the incident reported and will be the discretion of the director of human resources in consultation with the executive director.

When an investigation finds that the report of racism or racial discrimination was founded, the Foodgrains Bank will determine how best to respond to the incident. Responses may include, but are not limited to, the following:

- A facilitated discussion between the victim and/or complainant and the perpetrator to help the perpetrator understand the impacts of their behaviour on a co-worker. Such facilitated conversations would only be considered if complainant safety has been fully addressed and if the complainant voluntarily agrees to such a conversation.
- Antiracism/racism awareness training for the perpetrator to learn about the impacts of their behaviour.
- Ensuring that the victim, complainant and perpetrator do not work closely together in future, and removing direct supervisory responsibilities where needed.
- Being mentored/coached.
- Specific employment sanctions up to and including termination, depending on the severity of the response.
- Reporting the infraction to civil authorities when warranted by the scope of the incident or when behaviour is in breach of the law. The victim will be consulted prior to reporting the perpetrator to civil authorities and efforts will be taken to ensure the safety of the complainant if a report is made. However, the Foodgrains Bank retains the right and responsibility to make a report at any time to appropriate government authorities when a person representing the Foodgrains Bank is in breach of the law.

Foodgrains Bank recognizes that its responses may exceed those required by law. This is intentional. Behaviours may not be illegal but still be unethical and found to be in breach of our expectations of Foodgrains Bank personnel.

6. Reporting and Addressing Racist Patterns and Systems

6.1. Anyone who observes or perceives a pattern of behaviour on the part of any personnel that is racist, or who recognizes racism or racially-based bias in Foodgrains Bank's systems and operations is encouraged to bring such patterns of behaviour or racist systems to the attention of a senior manager, Human Resources staff, or the executive director.

6.2. If the complainant does not feel safe making a complaint to a senior manager or executive director, they are invited to find another trusted advocate who can escalate the complaint as needed for investigation and response.

7. Conflicts of Interest – Any perceived conflicts of interest will be taken seriously. For this reason, anyone reporting incidents of racism or racial harassment has the option to speak to other managers, directors, supervisors, or trusted coworkers.

If a claim is made against the director of human resources, the complainant should make their report to the executive director. If a claim is made against the executive director, the complainant should make their report to the director of human resources who will notify the chairperson of the Board of Directors' human resources and compensation committee. This committee will take responsibility for responding to and investigating the incident.

8. Right to Appeal – Anyone involved in a complaint has the right to appeal the findings of an investigation to the executive director for further review and adjudication. If the executive director is implicated in the complaint, appeal can be made to the chairperson of the Board's human resources and compensation committee

9. Records - A confidential, detailed report of the incident, the investigation plan, outcomes and actions taken will be kept by Human Resources in a secure location.