

# Benefits Scan and Checklist

It's important that businesses ensure benefits or any benefit plans include all the different experiences employees might have.

When doing an EDI scan on benefits or benefit plans, employers should be looking at whose life experiences are not included in the current benefits or benefits plan, and then take steps to ensure benefits cater to all employees. For example, being mindful of people with disabilities, racialized people, Indigenous people, 2SLGBTQ+ people, gender-diverse people, those of different religions, etc.

Below is a checklist you can use to see which areas of your benefits might need some more attention.

## Do your benefits include:



**A definition of flexibility** that, when considering time off or flexible work hours/scheduling, accommodates the full breadth of employee's needs.

**For example:** An employee might need to pick their child up from daycare in the early afternoon, another might need time to take care of a loved one with health issues, and another employee might need to walk their dog at lunchtime



### **Inclusive language**

- Language for same-sex and gender diverse couples when referring to marriages, partnerships, and parental leaves
- Gender neutral pronouns
- Sensitive language when describing people with disabilities



**A definition for both biological and adopted children** to ensure that parental leave guidelines are met in all ways that families form.



**Supports for people from equity-deserving communities** that can be tailored for them.

**For example:** Time off for non-Christian holidays that are not always reflected in the mainstream calendar, accommodations for Indigenous people's cultural needs, or medical costs and benefits for 2SLGBTQ+ people



**Mental health accommodations** for employees who might be experiencing stressors due to traumatic news events that can affect their community

**For example:** Discovery of unmarked graves, or police violence against racialized communities



**Supports for visible and invisible access needs for people with disabilities.**

It is important to protect the privacy and confidentiality of employees who need accommodations in a way that does not lead to reprisal against them.

