Where to Start with EDI – Decision Tree

What is your business's EDI starting point?

My actions are part of a larger strategy

What do you know about EDI in your workplace? What do you need to know?

I know a lot about EDI in my workplace

You should look at baseline data to see where there are gaps needing remediation:
- You might want to build your foundation (example: setting up accountability mechanisms and data tracking)
- You could also commit to providing coaching and /or training for staff
- You may also want to find an accountability buddy to help keep each other on track with your EDI commitments

Consider your goals around EDI in your workplace. What kind of workplace does your business want to represent?

I don't know a lot about EDI in my workplace

Here are some options for you to get started:
- Use the EDI Framework for Tourism and Hospitality to choose an EDI topic or action entry point
- You might want to pick something that gives you a quick win (example: encouraging staff to use inclusive language)
- You can have a 3rd party come in to do a EDI audit at your workplace
- You could look at your corporate documentation with an EDI lens
- You could host safe space discussions to learn what employees need, or have a 3rd party host the consultations if employees would feel safer talking to someone neutral

Now that you have accomplished actions that give you a sense of what the current EDI situation is at your workplace, you can consider further steps for change

I want to complete a one-time EDI action for my employees

As an individual, are you doing your own work to contribute to EDI in your life (example: educating yourself on issues, having conversations with others, working with a mentor, or taking action?)

Yes

Be prepared to fully understand the changes employees want to see.

Make sure you are able to accept criticism about is room for EDI improvement in the workplace.

Here are some actions you could take:

- Provide safe space discussions for employees to make their voices heard without fear of repercussions or judgement
- Create an EDI statement for your website that outlines your EDI commitment. Note that the decision to have a statement must to be coupled with action
- Be intentional about celebrating cultural holidays or hosting events that cater to your diverse staff
- Encourage staff to use gender-neutral pronouns when addressing groups of guests and colleagues ("Everyone" or "folks" instead of "ladies" or "guys")

Now that you've completed one action, think about committing to a larger strategy

No

When doing EDI work, it is important to ask yourself why you think EDI should be an important part of your life and your business.

This inner work can happen at the same time as your EDI actions at work.

And before you complete a one-time EDI action in the workplace, you should ask yourself if the equity-deserving employees were consulted. Do they want this action to happen? Or do they have other ideas for change they want to see?

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