

## **Diversity in the Nova Scotia Public Service**

### **A Personal Checklist**

One of our Values is Diversity. We must do more than just accept this as true - we must demonstrate our commitment. We must Understand, support and promote the worth of individual and group differences for the benefit of individual employees, the organization and the community as a whole. We need to embrace an inclusive, accessible and culturally competent approach to the way that we work together and carry out the business of government.

The following is a personal checklist to help you better demonstrate your level of commitment to diversity. Have you considered a target in your performance plan?

#### **Level 1:**

Do you show respect for all people regardless of race, age, ethnic background, gender, religion, sexual orientation, abilities, etc.?

#### **Yes, I demonstrate this by:**

- I use language that respects diversity.
- I listen in order to understand the diverse perspectives, needs and concerns of others.
- I act fairly and respectfully when dealing with diverse individuals or groups of people.
- I monitor my own behaviour with respect to diversity.
- I am respectful of coworkers differences and feelings.

#### **Level 2:**

Do I promote fairness and good judgement in the application of diversity principles and policies?

#### **Yes, I demonstrate this by:**

- I understand and promote the inclusion and acceptance of diversity in the workplace.
- I take initiative to gain an appreciation of various cultures.
- I take initiative to understand diversity issues.
- I identify inappropriate behaviour in the workplace.
- I intervene immediately to address inappropriate behaviour or discriminatory practices in the workplace.

#### **Level 3:**

Do you Encourage and maintain a climate that supports diversity?

#### **Yes, I demonstrate this by:**

- I promote the benefits of a diverse workforce.
- I advocate for, and maintain a workplace that ensures reasonable accommodation and accessibility.
- I Assess management practices to remove systemic barriers.
- I work toward establishing a diverse workforce that is representative of the population served.

- I promote cross-cultural understanding.
- I promote opportunities to deliver diversity or culturally appropriate programs.
- I provide opportunities for others to participate in diversity or cultural activities.
- I integrate equity and diversity principles in all management practices.

**Level 4:**

Do you Shape workplace culture and value to create a foundation for diversity?

**Yes, I demonstrate this by:**

- I introduce strategies to advance the principles of diversity throughout the organization.
- I establish criteria and strategies that support diversity, such as employment equity programs and proportional representation in the workplace.
- I facilitate organization and community involvement in the development of diversity strategies.
- I define organizational policies to ensure diversity is operationalized.
- I ensure organizational policies and practices are consistent with Human Rights Legislation.
- I link the principles of fairness, diversity and equity with other organizational policies and initiatives.
- I keep current in trends, developments, and environmental factors that have an impact on diversity.

**THANK YOU FOR VALUING DIVERSITY IN THE NOVA SCOTIA PUBLIC SERVICE!**