

## Frequently Asked Questions

### Diversity and Inclusion Census

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### What is the 2018 Diversity and Inclusion Census at AHS?

The Diversity and Inclusion initiative seeks to get an expert opinion on the current state of our diversity and inclusion levels through an online census. The outcome of this census will provide a snapshot of our workforce through demographic representation, feelings of inclusion and additional comments. All of this data will help us identify next steps to enhance diversity and inclusion across AHS and improve how we provide care to all Albertans.

### Who is conducting the Diversity and Inclusion Census?

AHS is working with a third-party charitable organization, the [Canadian Centre for Diversity and Inclusion](#) (CCDI). CCDI will be administering the Diversity and Inclusion Census via their Diversity Census Tool<sup>®</sup>. It is an online tool that collects the data and reports the aggregated results to our organization. Data analysis employs a 'double-blind' method meaning that no one at CCDI or at AHS will see your individual responses.

### Who is going to be invited to participate in the Diversity and Inclusion Census?

If you are part of the workforce, an employee, a physician or a volunteer; you will be sent an email by the CCDI's *Diversity Census Tool*<sup>®</sup> with a secure unique link to access the online census.

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### **When will the online census be available to complete?**

All AHS employees, physicians and volunteers with an email address will receive the invitation to participate between Tuesday May 1<sup>st</sup> and Friday May 11<sup>th</sup>, 2018. Due to our organization's size, invitations will be sent on different dates. You will have until June 15, 2018 to complete the census.

The census will roll out by zone, please wait until you receive your personal and unique email to complete the online census. Do not share your personal and unique email with anyone else it is only meant for you to access the online census.

Beginning the week of May 14, 2018, reminder emails will be generated from CCDI to anyone who hasn't completed the census. This reminder email will include a new link to the census and previous links will become inactive. When the reminder email is issued there may be a delay before the link is active, so if you are unable to access the census, please wait a few hours and try again.

### **How long will it take me to complete the online census?**

The census should take less than 15 minutes to complete.

### **Is it mandatory that I participate in the online census?**

Completing the online census is voluntary, however, we are asking all of our identified workforce to participate. By doing so, we'll get an accurate picture of the composition of our workforce and will be in a better position to determine if new programs, policies and practices need to be implemented based on the information you provide.

### **Why should I participate?**

It is about creating an inclusive workplace where we all feel safe, healthy and valued and can reach our full potential. It is crucial that everyone complete their Diversity and Inclusion online census so that AHS can develop a representative picture of our current workforce. Your honest responses will give us an accurate indication of who our people are, and what characteristics they bring to the workforce. The more people that respond to the census, the more accurate our understanding of the composition and needs of our workforce.

### **Is the census confidential and how will my privacy be protected?**

The census is completely confidential and anonymous. AHS takes this very seriously and have taken steps to comply with privacy laws and our internal code of conduct. CCDI has provided their Data Privacy and Protection Charter and are committed to keeping all personal information secure. All information you provide will be analyzed by CCDI. Your responses will be combined with other participants' responses and only collective results will be shared with our organization. AHS will receive an overall report that will be shared with the organization as a quality tool for improvement. To further ensure the protection of personal information, a baseline for reporting has been set at a minimum of five users (sample size). If the sample size is less than five users for any question, the data will not be analyzed or displayed in reporting but will be rolled up into the overall report.

### **Who can see how individual users respond to questions?**

You are the only person who can see your individual responses to the online census. At no time will any person from AHS, CCDI, or vendors of CCDI be able to see how any one individual has responded to questions asked by the census.

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### **Can my position be affected by the answers I submit to the census?**

No. This online census is 100 percent confidential and anonymous. It is being conducted so AHS can learn more about who makes up our unique and diverse workforce. This census is being undertaken to help promote Diversity and Inclusion and to help create an inclusive workplace where we all feel safe, healthy and valued, and will in no way jeopardize anyone's job. Ultimately, an inclusive workplace means a workplace of choice, where the very best people are engaged and want to work.

### **What kinds of questions will be asked by the Diversity and Inclusion Census?**

The census is split into two sections. The first section asks questions about the role you play within AHS and information about your diverse identity (for example, your religion, age or if you provide care for anyone as a dependent). The second section asks about your feeling of inclusion in the organization. By collecting data from these distinct areas, we will not only obtain an accurate picture of how diverse we are, but also better understand if some groups feel more included than others.

The Diversity and Inclusion Census is a proprietary tool developed by CCDI and utilized with over 50 organizations. The questions have been updated over time based on feedback from clients and users. If you have comments or input regarding the questions send them to [AHSsupports@ccdi.ca](mailto:AHSsupports@ccdi.ca)

### **Some of the questions seem a bit personal. Why are you asking them?**

We know that our people are made up of many different ethnicities, religions, sexual orientations, abilities and genders. In our society, people experience discrimination on these and other grounds. However, the combined results will be communicated broadly and serve as a quality tool for improvements. Understanding the scope of our diversity will allow us to continue to ensure a work environment that is inclusive for all. If there are any questions you do not want to answer, simply fill in as much as you can or select the 'prefer not to answer' option. Keep in mind all of your answers are confidential and anonymous.

### **Why are you asking questions about my role at the organization? Isn't this about diversity?**

The results will include information not only on the demographic makeup of the organization, but also how this compares to the structure of the organization itself. For example, the proportion of men vs. women in each of our main business areas. Results will only be provided in an aggregate form to ensure anonymity of the data.

### **When will the Diversity and Inclusion Census results be released?**

CCDI will present the combined results with their expert review and recommendations to AHS Executive Leadership Committee in July 2018.

### **What will AHS do with the census results?**

The census results will provide our organization with the ability to identify demographic characteristics of our workforce. This information will in turn be used to develop and tailor programs, policies, and practices that best support our diverse workforce creating inclusive workplaces in which we all **feel** safe, healthy and valued. For example, the census will help AHS to better understand what groups are currently underrepresented and develop targeted recruitment programs.

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### **What if I have technical problems accessing the Census?**

If you are using a workstation with XP + Internet Explorer 8 you will have to use Firefox to access the census. The preferred platform to access the census is your workstation/laptop, iPhone and Android phones, understanding that the smaller screens will not be as clear.

You can contact CCDI technical support by email at: [AHSsupport@diversitycensus.ca](mailto:AHSsupport@diversitycensus.ca)

### **Who can I contact for more information on the Diversity and Inclusion Census?**

If you have any questions, please contact [diversityandinclusion@ahs.ca](mailto:diversityandinclusion@ahs.ca).