

Combating Anti-Black Racism Action Plan Report

Reporting and Status Update as of March 3, 2022

This report shares progress on the action plan that was informed by sessions/consultations with various FoodShare staff and HYM consulting in 2019 and 2020.

- June 12, 2019 (Management)
- August 7, 2019 (Black Caucus)
- October 10, 2019 (All Staff Training Session)
- June 26, 2020 (Executive Director)
- August 25, 2020 (Black Caucus)

Activity	Completion Timeline	Status	Notes
1. Deprioritize paid accreditation in required qualifications for job postings when possible. Offer to cover the costs for successful job applicants if a certain paid accreditation is required for the role.	11/30/2020	Complete	Mandated via Hiring Procedures in the HR Policy Manual. 3.A.i.a. as of June 2021
2. Prioritize lived experience (of poverty and food insecurity) in qualifications for job postings.	11/30/2020	Complete	Mandated via Hiring Procedures in the HR Policy Manual. 3.A.i.b. as of June 2021

<p>3. Conduct specific outreach to Black serving charities, non-profits, organizations and community groups when sharing FoodShare job employment opportunities (job postings).</p>	<p>12/10/2020</p>	<p>Complete; Ongoing</p>	<p>List was established in October 2020. Will be reviewed on an annual basis.</p>
<p>4. Provide ongoing resources for combating systemic forms of oppression and anti-Black racism for all staff to continue to learn about systemic racism.</p>	<p>02/26/2021</p>	<p>Updated Deadline</p>	<p>Budget has been allocated; HR is in conversation with an external consultant to discuss training materials & resources (meeting scheduled for April 2022). New deadline of September 2022.</p>
<p>5. Include resources for combating systemic forms of oppression and anti-Black racism as part of FoodShare onboarding process.</p>	<p>03/31/2021</p>	<p>Updated Deadline</p>	<p>Budget has been allocated; HR is in conversation with an external consultant to discuss training materials & resources (meeting scheduled for April 2022). New deadline of September 2022.</p>
<p>6. Develop process for supporting Managers to visit program initiatives, including those hosted by other departments.</p>	<p>10/23/2020</p>	<p>Updated Deadline</p>	<p>Delayed due to pandemic. New deadline to be established based on the course of the pandemic.</p>
<p>7. Prioritize staff time for participation in the Black caucus (and any other Black focused activities) for staff that identify as Black.</p>	<p>01/31/2021</p>	<p>Complete; Ongoing</p>	<p>Black Caucus met starting 03/2021; Lunch & Learn on the Black Urban Growers Conference held 11/2019; Direction provided to Managers by ED to ensure that staff can participate in the</p>

			Caucus and other Black focused activities during staff time
8. Provide mandatory anti-Black racism training that is made available to all staff on an ongoing basis.	03/31/2021	Updated Deadline	Budget has been allocated; HR is in conversation with an external consultant to discuss training materials & resources (meeting scheduled for April 2022). New deadline of September 2022.
9. Provide mandatory anti-Black racism training for the Board of Directors on an ongoing basis.	03/31/2021	Complete Ongoing	Training delivered in April 2019. Not all Board members were able to attend. 2022 training is scheduled for May 2022.
10. Review workspace allocation to eliminate race-based work space divisions.	01/31/2021	Updated Deadline	Delayed due to pandemic. New deadline to be established based on the course of pandemic. In the process of engaging a pro-bono architect firm to assist with revamping office space layout.
11. Update FoodShare's Land Acknowledgement to include recognition of Black people that are not settlers, but that were displaced as a result of slavery.	01/31/2021	Complete	Update was completed as of July 2021

<p>12. Prioritizing a mechanism for supporting the awareness and understanding of food justice as part of the onboarding process for new staff.</p>	<p>03/31/2021</p>	<p>Complete</p>	<p>Food Justice Statement now shared in 1st onboarding email as of May 2021.</p> <p>Onboarding process is currently being revised to include additional resources and expected to be launched in Q2 of 2022.</p>
<p>13. Reduce dependency on hourly staff by focusing on the creation of regular permanent (full time / part time) employment.</p>	<p>06/30/2021</p>	<p>In Progress</p>	<p>Shift to transitioning fixed term contracts to indefinite contracts instead of issuing new fixed term contracts; increase in SE activity during the pandemic led to increase in dependency on hourly staff; when baseline can be established, more SE positions will transition to salaried positions. Implementing a new HR software in Q2 of 2022 that will allow for expanded tracking and reporting.</p>
<p>14. Explore feasibility of expanding benefits to include casual staff.</p>	<p>03/31/2021</p>	<p>Complete; Ongoing</p>	<p>Financial analysis completed in June 2021 on extending benefits to staff who are not eligible to them. 2021 & 2022 projected budgets did not allow for covering the costs associated with expanding health benefits & RRSP/TFSA benefits to all staff.</p> <p>SLT will explore the feasibility of adding those costs to the 2023 budget.</p>

<p>15. Commit to the ongoing collection of race-based demographic data (Board, Management, Non-management staff, Advisory Committee).</p>	<p>03/31/2021</p>	<p>Complete for 2021; Ongoing</p>	<p>Demographic survey completed in 2021 collected race-based demographic data for the Board, Management, Non-management staff, and Advisory Committee. Report to be shared with all staff by the next staff meeting.</p> <p>Ongoing collection to be facilitated by implementation of new HRIS (expected Q2 of 2022).</p> <p>Demographic survey is expected to be done every two years. HR will be looking for ways to increase participation for the 2023 survey.</p>
<p>16. Allocate funding to support training needs as identified by the Black Caucus.</p>	<p>11/01/2020</p>	<p>Complete</p>	<p>Funding was allocated to support anti-Black racism training.</p>
<p>17. Revise Personal Leave policy to open it up to short-term contracts and casual staff.</p>	<p>06/30/2021</p>	<p>Complete</p>	<p>HR Policy Manual stipulates that all employees regardless of employment status are entitled to:</p> <ul style="list-style-type: none"> - A minimum of 10 paid Sick/Wellness Days (up to 20) Personal Leave (effective June 2021) - 10 paid Personal Leave days (increased from 3 days/year to 10 in January 2022)

18. Make continued progress towards becoming a living wage employer.	12/15/2021	Complete	FoodShare became a living wage employer in May 2021. FoodShare's newest Pay Grid (minimum wage of \$24/hour) was implemented in June 2021 and made retroactive to January 2021.
19. Review Professional Development forms and process with an eye for structural anti-Black racism and supervisor bias.	04/30/2021	In Progress	Review process was put on pause as People Operations Manager was hired. Existing forms and process were reviewed and revised by People Operations Manager. The form is now expected to go to the HR Committee and then FoodShare leadership. New deadline: 09/2022

Accountability & Transparency:

The list of the activities associated with the Action Plan will be posted on our website and shared publicly.

A member of the senior leadership team will provide ongoing updates as to the progress of the plan

If any member of the FoodShare team identifies an activity that has not been achieved in an effective or timely way, they can:

- 1) Contact the director of their department for a response.
- 2) If the response from your director is unsatisfactory the item should be raised with the executive director for a response.
- 3) If the response from the executive director is unsatisfactory the item should be raised with the Board of Directors for a response. The HR Coordinator has the up to date email contact for the Board liaison.