

## SAMPLE – Inclusion, Diversity, Equity & Access Baseline Survey

“Collect – Understand – Act”

**Note:** *this sample survey reflects lessons learned and provides a road map for organizations exploring questions to incorporate into a custom diversity, equity, and inclusion, (DEI) survey. The sample questions drawn from a national non-profit organization’s effort to understand and celebrate their diversity, can be readily adapted to support local community organizations or small to medium sized business. The terminology and questions provided can serve as a starting point. They can be edited, eliminated and/or new questions can be added to reflect where you are on your journey to understand and support (DEI) within your organization.*

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### Welcome to the “XYZ Organization” Inclusion, Diversity, Equity and Access (IDEA) Survey (This survey is expected to take approximately 10 minutes to complete.)

XYZ, like many businesses and organizations across Canada is taking steps to better understand and celebrate the diversity of thought and experiences within the organization. We know that each of us is who we are today because of our unique backgrounds, intersecting identity factors (such as culture, gender, and abilities, to list a few) and lived experiences. Together our collective backgrounds, identities, skill sets and experiences make XYZ what it is today.

The information collected in this anonymous confidential survey will help us develop and improve our programs, policies, and practices to meet the diverse needs of the communities we serve. We believe that the results, and recommendations, from this survey will also be instructive and guide us, together on our journey, to ensure an inclusive, diverse, equitable, accessible work environment where everyone can thrive.

Our goal is to have every member within the organization complete this survey.

- The survey contains three types of information: questions related to demographic data to support the routine operations of our organization, voluntary self-identifying questions, and questions where you can share your experiences and impressions.
- We respect that some respondents may choose to answer all the questions, while others may prefer to respond to a select number of voluntary questions. In this case, simply select the “I choose not to reply” option and move on to the next question.
- We respect your privacy and have incorporated several measures to maintain confidentiality. As an anonymous survey, your name is not requested to complete the survey. The survey findings will be reported in aggregate. Potential identifying content will be cleansed and participation numbers will be closely monitored. A minimum number of participants and participation rates for sub-group reports have been established to promote respectful and meaningful reporting.
- The survey has been developed in consultation with the “ABC” team and modeled after employment equity and diversity, equity, inclusion (DEI) best practice surveys. The terms used within the survey also align with the [Publicly Available Specification \(PAS\) document](#), developed by the Diversity Institute, and sponsored by the Standards Council of Canada in support of the Government of Canada’s Innovation Science and Economic Development 50 – 30 Challenge.
- The third party (ABC) team will consolidate the raw data into a comprehensive aggregate summary report. The consolidated summary report will be shared with the organization and where appropriate confidential local reports will be shared with our local organizations. Together we will use this information to support each other and drive inclusion, diversity, equity, and access action planning across the organization.

We look forward to your participation and ask that every member use their voice and take this opportunity to share whatever information you believe can help the organization create a welcoming community of belonging for all.

## Demographic / Operational Questions

### 1. What region in Canada do you call home?

- |   |                                    |
|---|------------------------------------|
| <input type="radio"/> Alberta                   | <input type="radio"/> Nova Scotia  |
| <input type="radio"/> British Columbia          | <input type="radio"/> Nunavut      |
| <input type="radio"/> Manitoba                  | <input type="radio"/> Ontario      |
| <input type="radio"/> New Brunswick             | <input type="radio"/> Quebec       |
| <input type="radio"/> Newfoundland and Labrador | <input type="radio"/> Saskatchewan |
| <input type="radio"/> Northwest Territories     | <input type="radio"/> Yukon        |

### 2. Check the local community organization/club that you currently hold a membership with.

(Select one option)

- |                             |                             |                             |                             |
|-----------------------------|-----------------------------|-----------------------------|-----------------------------|
| <input type="radio"/> XXXXX | <input type="radio"/> XXXXX | <input type="radio"/> XXXXX | <input type="radio"/> XXXXX |
| <input type="radio"/> XXXXX | <input type="radio"/> XXXXX | <input type="radio"/> XXXXX | <input type="radio"/> XXXXX |
| <input type="radio"/> XXXXX | <input type="radio"/> XXXXX | <input type="radio"/> XXXXX | <input type="radio"/> XXXXX |
| <input type="radio"/> XXXXX | <input type="radio"/> XXXXX | <input type="radio"/> XXXXX | <input type="radio"/> XXXXX |
| <input type="radio"/> XXXXX | <input type="radio"/> XXXXX | <input type="radio"/> XXXXX | <input type="radio"/> XXXXX |
| <input type="radio"/> XXXXX | <input type="radio"/> XXXXX | <input type="radio"/> XXXXX | <input type="radio"/> XXXXX |

### 3. How many years have you been a member of the organization?

(Select one option)

- |                                   |                                     |
|-----------------------------------|-------------------------------------|
| <input type="radio"/> 1-5 years   | <input type="radio"/> 26-35 years   |
| <input type="radio"/> 6-15 years  | <input type="radio"/> 36-50 years   |
| <input type="radio"/> 16-25 years | <input type="radio"/> over 50 years |

### 4. What is your current role in the organization?

(Select one option)

- |  |  |                                 |
|--|--|---------------------------------|
| <input type="radio"/> Member           | <input type="radio"/> Committee Chair  | <input type="radio"/> President |
| <input type="radio"/> Committee Member | <input type="radio"/> Executive Member |                                 |

## Sector & Industry – Areas of Experience and Expertise

The Sectors and Industries listed below are aligned with Statistics Canada employment related data collection categories and industries defined by the North American Industry Classification System (NAICS) Canada 2017 Version 3.0.

**5. Select the Public or Private Sector that you currently work within ?**

**Private Business**

- Business – Corporate Privately Owned/Publicly Traded (Greater than 500 employees)
- Business – Small and Medium Enterprise (Solo to SMEs from 1 to 499 employees)

**Public / Non-Profit**

- Government Institutions Self-Governed: Health Care / Hospitals / Long-term
- Government Institutions Self-Governed: Education / Universities / Colleges / K-12 /Child Care (ELCC)
- Government Public Administration / Crown Corporations / Protective Services (Municipal/Provincial-Regional-Territorial/Federal/Indigenous)
- Community Organizations/Foundations (Food, Community Housing, Emergency Relief, Religious, Advocacy, Sports, and Recreation)
- Business and Professional Associations/ Condominium Associations / Labour Unions

**6. What Industries best describes your current or primary areas of work across the last 10-20 years of your career life cycle?**

*(Select all that apply)*

- |  |   |   |
|--|---|---|
| <input type="checkbox"/> Agriculture   | <input type="checkbox"/> Finance, Insurance, Real Estate, Rental & Leasing  | <input type="checkbox"/> Health Care & Social Assistance  |
| <input type="checkbox"/> Natural Resource (Forestry, Fishing, Mining, Quarrying, Oil & Gas Extraction) | <input type="checkbox"/> Professional, Scientific & Technical Services  | <input type="checkbox"/> Information, Arts, Culture, Entertainment and Recreation                         |
| <input type="checkbox"/> Utilities   | <input type="checkbox"/> Business, Building and other Support Services (Management & Administrative Support, Waste Management and Remediation Services) | <input type="checkbox"/> Accommodation and Food Services (Accommodation, Restaurants, Travel and Tourism) |
| <input type="checkbox"/> Construction  |   | <input type="checkbox"/> Public Administration  |
| <input type="checkbox"/> Manufacturing   |   | <input type="checkbox"/> Other Services (except public administration)                                    |
| <input type="checkbox"/> Wholesale & Retail Trade  |   |   |
| <input type="checkbox"/> Transportation & Warehousing  | <input type="checkbox"/> Educational Services   |   |

(Please Specify Other Services)

## Organization Vision/Mission or IDEAS Statement of Commitment (if appropriate)

“XYZ openly welcomes all persons regardless of race, religion, age, nationality, citizenship, geographic location, ability, marital status, socio-economic status, education, sexual orientation, or gender identity, and is committed to providing an inclusive, welcoming, and empowering environment for all members.”

Join us in creating a welcoming and engaging experience for all.

(Note: Your responses to the following questions are for statistical purposes to help guide our inclusion, diversity, equity, and access efforts. As a reminder this survey is anonymous, and the data will be collected and reported in aggregate.)

### Gender Identity & Expression

The gender identity options below reflect an individual’s sense of their own gender, typically identified as a man, woman, or non-binary. The terms used in this section are extracted from the definitions cited on the [Inclusive Hiring Solution](#) drawn from the following; (Government of Canada [Guide on Equity, Diversity and Inclusion](#), [The Publicly Available Specification document to support the 50- 30 Challenge](#). and [Egale Canada](#))

**Cisgender Female or Male** refers to a person who identifies with the gender they were assigned at birth.

**Trans** refers to a person who identifies with a gender other than the one assigned to them at birth, or to a person whose gender identity and gender expression differs from stereotypical masculine and feminine norms. It is also used as an umbrella term for those who identify as transgender, transsexual, trans, gender variant, gender non-conforming, genderqueer, or an analogous term.

**Two-spirit** refers to an Indigenous person in North America who embodies both female and male spirits or whose gender identity, sexual orientation or spiritual identity is not limited by the male/female dichotomy.

**Non-binary** is a spectrum of gender identities that are not exclusively masculine or exclusively feminine identities that are outside the gender binary.

**Intersex** refers to a person who is born with a variation of chromosomal, hormonal, or anatomical sex characteristics that fall outside of the conventional classifications of male or female.

#### **7. Select the option that best describes your gender identity today.**

- |  |  |
|--|--|
| <input type="radio"/> Cisgender Female                         | <input type="radio"/> Non-binary               |
| <input type="radio"/> Cisgender Male                           | <input type="radio"/> Intersex                 |
| <input type="radio"/> Trans Woman                              | <input type="radio"/> Two Spirit               |
| <input type="radio"/> Trans Man                                | <input type="radio"/> I choose not to identify |
| <input type="radio"/> Another gender identity (Please Specify) |  |

## Sexual Orientation & Gender Expression

Sexual Orientation is defined as part of an individual's identity that describes to whom they are sexually attracted. Gender expression is the way an individual expresses their gender to the outside world, through clothing, hairstyle, interests, mannerisms, and movement. It is typically labeled as masculine, feminine, or androgynous.

### 8. Select the option that best describes your gender expression today.

(Select all that apply)

- |   |  |
|---|--|
| <input type="radio"/> Heterosexual/Straight                                       | <input type="radio"/> Queer                    |
| <input type="radio"/> Gay   | <input type="radio"/> Two Spirit               |
| <input type="radio"/> Lesbian   | <input type="radio"/> choose not to identify   |
| <input type="radio"/> Bisexual  | <input type="radio"/> I choose not to identify |
| <input type="radio"/> Another sexual orientation/expression term (Please Specify) |  |

### 9. What is your age range?

- |  |                               |
|--|-------------------------------|
| <input type="radio"/> Under 35               | <input type="radio"/> 56-65   |
| <input type="radio"/> 36-45                  | <input type="radio"/> 66-75   |
| <input type="radio"/> 46-55                  | <input type="radio"/> over 75 |
| <input type="radio"/> I choose not to answer |                               |

### 10. Do you self-identify as Indigenous?

An "Indigenous person" could be First Nations (status, non-status, treaty, or non-treaty), Métis or Inuit

- No, I am not an Indigenous person
- First Nations
- Métis
- Inuit
- I choose not to identify
- Another Indigenous Identity (Please specify)

**11. Do you self-identify with one of the racial origins listed below?**

If you identified as an Indigenous person you can skip to the next question.

- |   |   |
|---|---|
| <input type="checkbox"/> Arab   | <input type="checkbox"/> Korean   |
| <input type="checkbox"/> Black (e.g. including African, African Canadian, African American) | <input type="checkbox"/> Latin American   |
| <input type="checkbox"/> White (e.g., including people of European descent)                 | <input type="checkbox"/> South Asian (e.g., East Indian, Pakistani, Sri Lankan, etc.)       |
| <input type="checkbox"/> Chinese  | <input type="checkbox"/> Southeast Asian (e.g., Vietnamese, Cambodian, Laotian, Thai, etc.) |
| <input type="checkbox"/> Filipino   | <input type="checkbox"/> West Asian (e.g., Iranian, Afghan, etc.)                           |
| <input type="checkbox"/> Japanese   | <input type="checkbox"/> I choose not to identify with any options provided                 |
| <input type="checkbox"/> Mixed Race/Other (Specify below if you wish)                       |   |

**Members of Racialized Communities**

For the purposes of equity, members of racialized communities in Canada are persons, other than Indigenous Peoples, who are non-Caucasian in race or non-white in colour, regardless of place of birth or citizenship.

**12. Do you self-identify as a “Racialized Person”?**

(Select one answer)

- Yes
- No
- I choose not to identify

**13. Do you self-identify as a person living with a disability(visible or non-visible)?**

**Non-visible or “invisible disability”** is a term commonly used to describe a disability which is non evident or not readily apparent to others i.e. Visible – someone in a wheelchair or Invisible – someone living with depression or hearing loss/blindness)

- Yes
- No
- I choose not to identify

## DIVERSITY & BELONGING QUESTIONS

On a scale of 1 – 10, answer the following questions **from your personal perspective**, 1 means "strongly disagree" and 10 means "strongly agree".

*Please note that your rating score will be displayed as a percentage.*

**14. I can comfortably talk about my social and cultural background within the club.**

0 Neutral 10

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**15. I believe the leadership and membership of my club is committed to supporting members with disabilities.**

0 Neutral 10

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To what degree do you believe your club is interested in receiving ideas or support to improve the following below (Click [here for EN/FR definitions of IDEAS terms: Inclusion, Diversity, Equity and Accessibility](#)) :

**16. Inclusion**

0 Neutral 10

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**17. Diversity**

0 Neutral 10

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**18. Equity**

0 Neutral 10

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**19. Accessibility**

0 Neutral 10

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**20. Does your local organization/club have a strategy to increase/improve inclusion, diversity, equity, and accessibility?**

- Yes
- No
- I don't know

**21. What topics related to inclusion, diversity, equity, and access would you like to see more of?**

*(Select all that apply)*

- |  |  |
|--|--|
| <input type="checkbox"/> Unconscious myths and biases        | <input type="checkbox"/> Inclusive policies and processes    |
| <input type="checkbox"/> Workplace design and equity         | <input type="checkbox"/> Flexible working arrangements       |
| <input type="checkbox"/> Accessibility and barrier reduction | <input type="checkbox"/> Newcomer and migrant integration    |
| <input type="checkbox"/> Gender identities                   | <input type="checkbox"/> Safe community and culture of trust |
| <input type="checkbox"/> Training and upskilling             | <input type="checkbox"/> Inclusive hiring and recruitment    |

**22. As a member: what does Inclusion, Diversity, Equity and Access mean to you?**

*(Answer - 250 words or less)*

**23. What recommendations do you have for your organization/club to partner with different groups going forward? (Answer - 250 words or less)**

**24. Feel free to share any additional thoughts in the space provided below.**

You have come to the end of the survey.

Thank you for your time and participation!