How to Write a Commitment to Equity, Diversity and Inclusion Statement

An Equity, Diversity and Inclusion (EDI) statement demonstrates your organization's commitment to EDI and accessibility. It is a reference point for

- how you want to run your business
- who you want to work with
- the way you manage employees and apprentices
- how you serve your customers/clients

Your statement should include

1. what EDI means to your organization
2. why it matters
3. how you plan to support your community (this is particularly important for small businesses!)
4. a clear connection to your mission, vision and values[1]

Your EDI statement should be embedded into the fabric of your business. Post it publicly on your website. Include it on job postings and applications. Some organizations even use it in their email signature. And don't leave it on the shelf to collect dust! Review and update your statement annually to ensure it still reflects your workplace and values.

Here are some helpful tips when writing an EDI statement.

- ✓ Consider what is most important to your business/organization.
- ✓ Collaborate with employees and apprentices (this can also be an activity to build EDI awareness in the workplace!).
- ✓ Make it personal and unique.
- ✓ Keep it short and sweet.
- ✓ Take your time! Rome wasn't built in a day.
- ✓ Be thoughtful and intentional.
- ✓ Consult an impartial 3rd party to review and provide feedback.
- ✓ Review and update as needed.[2]

For support with writing your EDI statement, click here to download the EDI statement/ policy template in the Kingston Employment and Youth Services (KEYS) EDI Toolkit.

---

[1] "Understanding Disability," Employer Toolkit, Hire for Talent, last modified June 2023, https://hirefortalent.ca/index.php/toolkit/the-importance-of-inclusion/item/15-2-essential-elements-of-an-equitable-and-inclusive-workplace.

[2] Hire for Talent, "Understanding Disability."