

## EDI Insight Survey: Industry Training Authority of BC Frequently Asked Questions (FAQs)

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### 1. What is the Equity, Diversity and Inclusion (EDI) Employee Insight Survey?

The EDI Insight Survey seeks opinion on the current state of our equity, diversity and inclusion (EDI) levels through an online survey. The outcome of this survey will provide a snapshot of our employees through demographic representation, feelings of inclusion and additional comments.

The aggregate data will feed into the larger EDI project that is underway at Industry Training Authority of BC (ITA) to help us better understand and make decisions that support and represent our employees, apprentices and partners.

### 2. Who is administering the survey?

ITA has contracted a Canadian third-party consultancy, [HRx Technology Inc. \(HRx\)](#) who specializes in EDI. HRx will administer the survey using a secure online tool that collects the data and reports the aggregated results.

### 3. Who is invited to participate in the survey?

All ITA employees will receive an email from HRx with an individualized and secure link to access the survey.

### 4. Is the survey confidential and how will my privacy be protected?

The survey is strictly confidential. All responses will be collected, analyzed and communicated in aggregate by a third-party provider [HRx](#). There are also confidentiality thresholds to prevent filtering down into personally identifiable information. No individual responses will be shared with ITA. Your responses will be combined with other participants' responses and only collective results will be shared back to ITA. For more information read the [Data Privacy and Security Charter](#).

### 5. When will the survey be available to complete?

ITA employees will receive the invitation to participate by email on **Friday, February 18, 2022**. You will have three weeks to complete the survey. The survey will close on **Thursday, March 10th at 11:59pm PST**. **Please wait until you receive your email with an individualized link to complete the online survey. Do not forward your email to others as the link is personalized and can only be used one time.**

### 6. How long will it take me to complete the survey?

On average, the survey takes less than 10 minutes to complete.

### 7. Is it mandatory that I participate in the survey?

Completing the survey is voluntary; however, we are asking all of ITA employees to participate. By doing so, we will get an accurate picture of the composition of our team and will be in a better position to determine if new programs, policies and practices need to be implemented based on the information provided.

To fully complete the survey, you must provide a response or select 'Prefer not to answer' to each question, and you must select 'submit' at the very end of the survey.

**8. Why should I participate?**

The survey is about building an equitable and inclusive organization where we all feel safe and valued. The more people that respond to the survey, the better insight we will obtain. Your honest responses will inform important decisions about barriers that exist and where to prioritize our efforts moving forward as we work to become more equitable and inclusive for all employees.

**9. What kinds of questions will be asked in the survey?**

There are two sections of the survey. The first section asks about your feeling of inclusion in the workplace. The second section asks questions about your demographic identity. 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 may feel more included than others.

**10. How were these questions developed?**

The EDI Insight Survey was developed by HRx and has been utilized by organizations across Canada. The questions were designed by data analysts, social scientists with input from industry leaders and diversity experts. The questions have been updated over time based on feedback from clients and users. If you would like to contact HRx directly regarding the questions, please email [support@hrx.tech](mailto:support@hrx.tech)

**11. Some of the questions feel a bit personal. Why are you asking them?**

We know that our team is made up of many different identities. In our society, people experience discrimination on these and other grounds. Understanding the scope of our diversity will help us work towards an environment that is inclusive for all. If there are any questions you do not want to answer, simply select the 'prefer not to answer' option. Keep in mind all of your answers are confidential and are reported in aggregate.

**12. When will the survey results be released?**

HRx will present the results of the survey along with the key findings and recommendations of the EDI Project to the ITA Leadership in May 2022.

**13. Do I need to answer every question?**

Yes. All questions must be answered in order to complete the survey; however, the majority of questions include a 'prefer not to answer' option.

**14. Can I change my answers?**

You can use the 'back' button to change your answers on previous screens; however, if you press the 'submit' button on the final screen your answers will be final and cannot be changed.

**15. Can I complete the survey on a smartphone or tablet?**

The preferred platform to access the survey is your workstation/laptop, iPhone and Android phones can be used, however the smaller screens will make the survey not as clear.

**16. What if I have technical problems accessing the online survey?**

You can contact HRx technical support by email at [support@hrx.tech](mailto:support@hrx.tech)

**17. Who can I contact for more information about this EDI initiative at ITA?**

If you have any questions, please contact Tara Fong at [tfong@itabc.ca](mailto:tfong@itabc.ca) or Coly Chau at [chau@itabc.ca](mailto:chau@itabc.ca)