

EDI Insight Survey: CBI Consultants

Frequently Asked Questions (FAQs)

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

This online survey seeks your opinions on the current state of equity, diversity and inclusion (EDI) at CBI Consultants (CBI) through an online survey. The outcome of this survey will provide a snapshot of our workforce through demographic representation and feelings of inclusion. The aggregate data will help to develop a practical plan that will address potential barriers and systematically work towards an inclusive and equitable organization.

2. Who is administering the survey?

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

3. Who is invited to participate in the survey?

All CBI employees are invited to participate in the survey.

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

Yes, the survey is completely confidential. HRx has provided its [Data Privacy and Protection Charter](#) and is committed to keeping all personal information secure. All information you provide will be analyzed by HRx. Your responses will be combined with other participants' responses and only collective results will be shared with CBI.

5. When will the survey be available to complete?

The survey will be open for just under two weeks, running from **Thursday, February 28, 2023 to Friday, March 10, 2023 at 11:59 PM PST**. Employees will be invited to participate via an individualized link sent through email.

Please wait until you receive your email with an individualized link to complete the 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 encouraging all employees to participate so that we can get an accurate picture of the feelings of inclusion within CBI 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?

Completing the survey will provide CBI with important insights that will inform decision making and planning discussions to promote an equitable and inclusive culture for all employees.

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

There are three sections of the survey. The first section asks about your feelings of inclusion. The second section asks about your demographic identity. The third section asks open ended questions. By collecting data from these distinct areas, CBI will not only obtain an accurate picture of how diverse the current community is, but also better understand if some groups feel more included than others.

10. How were these questions developed?

The survey was developed by HRx and has been used by organizations across Canada. The questions were designed by data analysts and social scientists, with input from industry leaders and EDI 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.

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

We know there are many different identities within CBI. In our society, people experience discrimination on these and other grounds. Understanding the scope of our diversity will help us work towards an organization that is inclusive for all. If there are any questions you do not want to answer, you may select the 'prefer not to answer' option. Keep in mind all 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 to the CBI Leadership Team in late-Spring 2023. Details on how this will be further shared with CBI employees will come later.

13. Do I need to answer every question?

Yes. All questions must be answered 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 on your desktop/laptop. You may also use an iPhone or Android phone. Please note that smaller screens may affect the survey's visibility.

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

You can contact HRx technical support by email at support@hrx.tech

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

If you have any questions, please contact Ben Reiman, Project Lead, at ben@cbiconsultants.com.