

Diversity, equity and inclusion (DEI)

Data collection guidelines

January 15 2024





These guidelines have been created to help companies collect and report on DEI data according to best practices.

Why should a company collect DEI data?

Data has shown that diversity of thought and experience contribute to better performance overall. Even more important, DEI ensures that people find dignity and respect when they show up for work every day. By determining a baseline for where our industry is at in terms of DEI, we will be better positioned to improve over time. For companies directly and indirectly invested in by BDC Capital, these findings are shared with the industry in an aggregated way and serve as a starting point from which we can improve as a community. They can also help market participants to identify needs and develop tools over time to improve DEI practices across Canada.

Who should be collecting DEI data?

Since DEI data includes confidential information, it should be handled by a dedicated HR representative or leader in your organization. This person should aggregate all the collected data in order to preserve anonymity.

How to collect diversity data from your employees

The diversity data you collect should be **self-reported data** (where each individual employee willingly discloses their diversity status). It is understood that some employees may elect not to self-disclose on one or many of these categories.

Here are some methods you can use to collect DEI metrics from employees:

- ➔ Create an anonymous survey for each employee to respond to. You can use tools such as [Google Forms](#), [Microsoft Forms](#) or [Survey Monkey](#).
- ➔ Engage a third-party data specialist who has a dedicated platform for collecting and reporting DEI metrics anonymously.

Whichever method you use, it's important to:

- ➔ Ensure that "Prefer not to disclose" is an option for every question in order to address privacy concerns.
- ➔ Designate an individual to aggregate the data before it is reported in order to preserve anonymity.
- ➔ Survey all employees at the same time even if you collected DEI data during onboarding. This is to ensure the information is up-to-date and the employees have consented to it being shared.



Diversity data should be collected via anonymized methods such as those described above. Even if your business has collected this data in the past (i.e., via HR system), employees must expressly consent to their data being used for this purpose. Please see examples below on the types of disclosures you can provide in your surveys.

Survey disclosures for employees

- ➔ Disclosure of the information being requested is voluntary.
- ➔ All individual employee data will remain anonymous.
- ➔ A strict privacy protocol is followed when collecting DEI data and only individuals responsible for collecting and aggregating the data will have access to it. – *use only if your company has a data privacy protocol*
- ➔ This data will be aggregated to measure a baseline as it relates to diversity within Canadian VC/PE firms and their respective portfolios, with the intent to observe, report on and encourage progress over time. – *use only if your company has received funding from BDC Capital directly or through a BDC Capital-backed VC/PE firm*

How to collect diversity data from your board

Publicly listed companies are now being asked to disclose the gender diversity of their boards. We recommend bringing up the topic with your board to understand their perspective. Like with employees, self-disclosure is always the preferred approach.



 BDC

 BDC

 BDC_ca

 BDC_ca

bdc.ca 1-888-INFO-BDC