Builders Code

Employer Toolkit

Thank you for your interest in the Builders Code, a baseline code of conduct standard for BC's construction industry. Our goal is to build a workforce in which all employees are able to perform at their best and reach their full potential, recognizing that hazing, harassment, and bullying on site creates stress and distraction that compromises safety and productivity. This step-by-step guide will help make sure that your company understands all the Builders Code resources available and gets the most out of its participation.
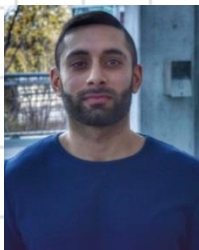
Getting Started

Your main resource is the Builders Code website https://builderscode.ca where all the employer tools and services are readily accessible:

- ☐ Builders Code Pledge
- ☐ Builders Code Brand
- ☐ Sample Employer Policies
- ☐ Employer Advisors

- ☐ Training information
- ☐ Scorecard Program
- ☐ Awards applications
- ☐ Employer Survey

Any BC construction employer can use any or all resources in any order or combination.

This toolkit shows how to use the Builders Code to improve safety and productivity in your crew and position your commitment to diversity as an employee acquisition and retention tool. Don't forget to create visibility for your participation in the Builders Code with your staff and within the industry at large.

If you have questions or suggestions, please contact the Employer Advisor serving your area of BC (there is no fee for this service).

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1. Sign the Pledge

The Builders Code pledge shows that your company is committed to a worksite free from hazing, harassment, and bullying, where all employees are able to perform at their best and reach their full potential. After the Owner, President, CEO or other company leader has signed it:

- Download and sign the pledge (https://builderscode.ca/resources/)
- Display the pledge at your offices and worksites (e.g. in the site trailer and staff room)
- Post it on your company website. (e.g. in the "About Us" and/or "Safety" section of your site)
- Use social media to let people know, linking to the pledge on your website. For example, "Proud to sign the **#BuildersCode** pledge and commit to a workplace that's free from hazing, harassment, and bullying"
- Share the pledge with your employees. For example:
  - o Include a printed copy of the Pledge in your employee welcome kits
  - o Email a link to the pledge to your employees, reminding them you're committed to supporting them in working to their full potential, and letting them know you have taken the Builders Code Pledge as a public commitment to that support
  - o Ask all your employees to personally sign a copy of the pledge to demonstrate their shared responsibility in creating a safe worksite
- Get in touch with the Team at the Builders Code: complete the contact form or email us to let us know you're on board. We will:
  - o Promote your company as a signatory
  - o Send you the official Builders Code logo to put on your website
  - o You can also visit https://builderscode.ca/assets and login using the following password: *10x10builderscode* – to access all of the brand assets directly

2. Display the Builders Code Brand

- Download the Posters, print them and display where your employees, trades, sub-trades, M&S, and customers can see them (https://builderscode.ca/resources/)
- Post the Builders Code logos on your website (e.g. "About Us" or "Safety" pages) and include the pledge in your employee materials (e.g. job postings, employment contracts, company brochures or anywhere you would display other safety credentials such as COR)

3. Update your HR Policies

The Builders Code offers free baseline HR policies that any construction employer can use. Good policies are extremely important to communicate expectations to staff, and to guide you as an employer.

Review and download the model policies at https://builderscode.ca/policies/

- Select the best fit for your company:
  - o **Policy A:** a simple approach for contractors who haven't had a policy before
  - o **Policy B:** a more robust option for contractors with an existing policy and/or HR team
  - o **Option:** Choose some key elements of either policy to add to your existing policy, either to fill gaps or better articulate your goals
- Post your new or refreshed policy on your company website
- Email your staff letting them know the policy is online, with a link to it
- Include the policy as part of employee orientation and in your "Welcome Kits" for all new employees, along with payroll and benefits forms
- Make sure your company executives are familiar with the policy and how (and why) to use it

4. Get guidance from an Employer Advisor

The Builders Code Employer Advisors are a great resource to help you:

- Understand and implement the Builders Code
- Get advice about diversity policy, interviewing, and hiring
- Help you manage an HR situation related to hazing, harassment, or bullying

Your company doesn't have to be a Builders Code signatory to ask for help from an Advisor, just an employer in BC's construction industry: https://builderscode.ca/advisors/

5. Participate in Training

The Builders Code training programs are offered according to roles and responsibilities on the job site:

1. Owner and Executive Training - https://builderscode.ca/training/owners-exec/
2. Site Manager Training – https://builderscode.ca/training/
3. Crew Training – https://builderscode.ca/training/

You don't have to be a Builders Code signatory to participate in training.

6. Measure your achievements with the Scorecard

The Builders Code Scorecard will help your company assess your current diversity status and plan for the future. It will help you understand where you are compared to other employers in the industry. Fill out the form online or send an email to theteam@builderscode.ca to get started.

You don't have to be a Builders Code signatory to participate in the Scorecard, but signing will be strongly encouraged as part of the process.

7. Seek Recognition with a "Champion" Award

There are six Builders Code award categories to distinguish the employers who are leading the way. Nominations close in September. https://builderscode.ca/recognition/awards/

You don't have to be a Builders Code signatory to be considered for an award, but your Builders Code participation will improve your score and therefore your chances of being recognized as a leader.

8. If it doesn't get measured, it doesn't get done.

Please help us collect data to measure diversity in BC's construction industry. This can be done at any stage and regardless of your participation in the Builders Code. The survey will ask questions about your organization's experiences with equity in the workplace, including questions about the prevalence and experiences of tradeswomen within your workplace and the industry. All employers in BC's construction industry are invited to participate in the survey, and enter to win a $300 Amazon gift card: http://bccaemployers.malatest.net/

The Builders Code is an initiative of the Construction Workforce Equity Project.