



# Builders<sup>®</sup> Code

## Employer Toolkit

Thank you for your interest in the Builders Code, a BCCA initiative which establishes a standard code of conduct for the 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, bullying, and discrimination in the workplace creates stress and distraction that compromises safety and productivity.

This step-by-step guide will help make sure that your company understands the Builders Code resources available to support you in creating a positive workplace culture.

### Getting Started

Visit the [Builders Code website](#) as your primary source of information and resources that are easily accessible:

- Builders Code Pledge
- Builders Code Branding
- Code of Conduct Policy Template
- Workplace Culture Coaches
- Training Information
- Scorecard Program
- Workplace Culture Recognition Information (BC only)
- Employer Survey

Any construction industry 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 workforce and position your commitment to diversity and inclusion as an employee acquisition and retention tool. Don't forget to create visibility of your participation in the Builders Code with your staff and within the industry at large.

If you have questions or suggestions, please contact a [Builders Code Workplace Culture Coach](#).

## 1. Sign the Pledge

The Builders Code Pledge for an Acceptable Worksite Culture shows that your company is committed to a workplace free from hazing, harassment, bullying, and discrimination, where all employees are able to perform at their best and reach their full potential. Steps for signing and sharing the pledge include:

- Electronically sign and download [the Pledge](#)
- 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, bullying, and discrimination"
- Once you've signed the Pledge, we'll add your company name to our growing list of Pledge Signatories on our website committing to an acceptable workplace culture!

You don't have to be a Pledge Signatory to take advantage of all the great resources. And with signing the Pledge, you're not obligated to anything except your commitment to building an Acceptable Worksite Culture.

## 2. Display the Builders Code Posters and Pledge

- **Download** the posters, print and display them where your employees, trades, sub-trades, M&S, and customers can see them
- 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 or Implement Standard Code of Conduct Policies

The Builders Code offers a free baseline Standard Code of Conduct policy template that any construction industry employer can use. Good policies are extremely important to communicate expectations to your workforce, and to guide you as an employer.

You can review and download the template policies [here](#). Feel free use these policies for your company or, use sections of them to augment those you already have. Share them with your staff and new hires to review and sign.

## 4. Get Guidance from a Workplace Culture Coach

The Builders Code Workplace Culture Coaches is a great resource to help you:

- Understanding the Builders Code
- Augment or implement a standard code of conduct policy
- Addressing unacceptable behaviour on the workplace, and provide guidance in matters of recruitment and retention per HR Best Practices
- Identify ways to take your leadership to the next level through Leadership Coaching

## 5. Participate in Training

The Builders Code Training programs are offered to anyone in the construction industry:

1. **Exclusive training for your team - onsite or via virtual live-facilitation**
2. **Open-enrollment, live-facilitated virtual workshops**
3. **Online Self-directed Training for leaders or new workers**

More than 1,000 industry leaders have completed Builders Code training courses to help improve their workplace culture. View the **infographic** on the Builders Code website to see what training participants are saying.

## 6. Measure Your Achievements with the Scorecard

The Builders Code Scorecard will help your company assess your workplace culture and plan for the future. It will help you understand your company's challenges pertaining to a diverse and inclusive workforce. Fill out the form **online** or send an email to **theteam@builderscode.ca** to get started.

## 7. Be Recognized as a Champion!

Builders Code annually recognizes champions leading the way in workplace culture. Visit the **champion awards** page to learn how you could qualify to be recognized as an employer of choice.

## 8. If it Doesn't Get Measured, it Doesn't Get Done

Please help us collect data to measure diversity in the 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 and members of other equity-deserving groups within your workplace and the industry. All employers in the construction industry are invited to participate in the **survey**.

TOGETHER WE'RE BUILDING A  
CONSTRUCTION INDUSTRY THAT WORKS FOR EVERYONE.

An initiative of:



**builderscode.ca**