



BOARD POLICY

Policy name: RIDA Equity, Diversity, and Inclusion (EDI) and bias training Policy.

Short Summary: Assessors are required to participate in ongoing EDI and bias training.

Issue date: April 14, 2024.

Revision date: April 7, 2026

Purpose:

To ensure that all candidates in the qualifications assessment process are treated fairly and equitably, regardless of background. The training will equip Assessors with the knowledge and skills to conduct evaluations free from bias.

Scope:

Assessors involved in the Entrance Interview assessment process.

Procedures:

1. Training Content:

Access to online learning modules covering EDI principles, unconscious bias, and responsive assessment practices.

2. Frequency:

Regular training sessions (e.g., annually) with ongoing discussions, as needed.

3. Implementation:

Training will be delivered through a combination of virtual workshops and self-directed online learning resources.

Accountability:

1. Initial Training:

Assessors will be required to complete an initial training program.

2. Ongoing Engagement:

Assessors must participate in ongoing discussions and self-assessments to keep their skills sharp and knowledge current.

3. Annual Renewal:

Assessor Agreements do not automatically renew. Each year, Assessors will be invited to continue in their role and must submit an attestation that:

- Reaffirms their commitment to the Assessor role.
- Commits to actively identifying and mitigating any personal biases to ensure fair and objective evaluations.



- Allows ARIDO to confirm their registration status is in good standing with their respective jurisdictional regulatory body for interior design.
- Demonstrates they meet ongoing requirements, including professional development, professional liability insurance, and that they have no complaints under investigation.

Responsibilities:

- **Registrar:**
Will oversee the EDI and bias initial training program and ongoing engagement in collaboration with the RIDA oversight Committee.
- **RIDACoordinator (and other staff as assigned):**
Will coordinate training sessions, track participation, and ensure compliance with policy requirements.
- **Assessors:**
To actively attend and participate in ongoing training and discussions.

Communication:

1. **Policy Communication:**
The policy will be communicated during recruitment and initial & ongoing training. Those acting as Chair during the Entrance Interview should review and be accountable for following the procedures outlined in training when conducting the Entrance Interview.
2. **Recruitment:**
EDI commitment and training requirements will be clearly communicated to potential Assessors, and they will need to agree to those terms and renew their attestation annually when confirming they are a Registered Member in good standing.
3. **Training Discussions:**
Regular discussions and refreshers will be held to reinforce the importance of EDI and address any questions or concerns around bias.
4. **Entrance Interview Chairs:**
Chairs will receive additional training on managing and addressing bias during interviews and will be responsible for ensuring adherence to EDI principles.
5. **Confidentiality:**
Establish clear guidelines on confidentiality and privacy to ensure Assessors feel safe and comfortable sharing their experiences. All information shared during EDI training and discussions will be kept confidential. Anonymous feedback surveys will be used to gather feedback on the training.
6. **Reporting:**
Create a mechanism for Assessors to report any concerns regarding bias or discrimination during the assessment process.

Review and Revision:

This policy should be reviewed on a regular basis and again during periodic reviews to ensure effectiveness.

1. **Annual Review:**
The policy and its effectiveness will be reviewed annually.

2. Feedback:

Assessors will be asked to complete an anonymous post-training survey. The survey will gather feedback

3. Policy Updates:

Updates will be made as needed to reflect best practices and evolving EDI considerations.