



## **ANTIRACISM**

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## **STANDARD OPERATING PROCEDURE**

**Date:** 14/02/2024

**Version:** 1.0

**Department:** Human Resources

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## **01. Introduction**

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This document is maintained by the M.T.A. Suggestions for improvement and comments relating to the accuracy and currency of the document should be forwarded to the Human Resources Department

The procedures outlined in this document are generally applicable to all M.T.A. employees but do not override any specific/required departmental procedures, which other departments of the M.T.A. may have. Thus, specialised departmental procedures shall be always observed over the more generic documentation.

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## **02. Purpose of the Document**

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This Standard Operating Procedure (S.O.P.) provides guidelines for all M.T.A. employees providing the measures that should be taken to prevent and sanction any form of racism.

A preventive resource management is needed in conformity with the fundamental rights of the individual coming from a distinctive ethnic background.

### 03. Target Audience

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This SOP applies to:

- a) M.T.A. Personnel including ancillary staff
- b) Any other partner or third party who provides a service on behalf of the M.T.A.
- c) Students practicing with the M.T.A.

Racial injustices and ingrained inequalities are apparent in society and evident in workplaces. To address the root causes of racial inequality (racism), employers need to maintain a zero-tolerance approach to workplace discrimination.

This S.O.P outlines approaches to help the M.T.A. develop an action procedure to prevent and support the end of racism if it is the case at work.

## **04. Raise Awareness**

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The M.T.A. aims to establish more inclusive workplaces by being intentional about inclusion and proactively promoting awareness of an anti-racist culture.

M.T.A. undertakes to make workplaces more equitable and encourages that shortlists are based on merit and qualifications nonetheless of their respective ethnic background.

## **05. Raise Skills**

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M.T.A. seeks impactful diversity training for all employees.

Training should encompass key race equity issues, including lawful and organisational approaches, roles, and responsibilities of management, and how to develop and implement plans and reports.

Furthermore, the M.T.A. appraises personal development of employees intended to drive change on equality, diversity, and inclusion at work.

## **06. Approach**

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M.T.A. makes clear their want to tackle racism head-on while acknowledging ongoing learning.

By taking a humane approach, M.T.A. can continue learning how employees prefer their racial and ethnic backgrounds to be identified, as well as their preference for how race-related conversations should be administered. This is backed by concerted efforts to correctly use the right terminologies.



## **07. Support People Who Face Racism**

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Unequivocal support for people who have experienced racism at their place of work is the major first step if the situation ensues. This requires M.T.A. leaders to go above and beyond to become educated on racism.

## **08. Tackling Microaggressions**

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### **08.1 Respond**

Do not avoid correcting bad behaviour and microaggressions.

### **08.2 Discern**

Gather all evidence necessary. Find out what happened and who was involved.

### **08.3 Disarm**

Be prepared to speak to the person who committed the microaggression, making them aware of why the behaviour is unacceptable.

### **08.4 Define**

Assess the intent of the aggressor by seeking further clarification of why they produced the discriminatory statement or action.

### **08.5 Redress**

Make sure that corrective action is taken if a breach of conduct ensues.

The creation of safe spaces offers employees from diverse ethnic groups trusted environments to share their experiences alongside empathetic leaders, with no fear of negative consequences.

Encouraging workplace procedures helps employees become more comfortable and engaged with their employer, allowing them to be their true selves at work.

## **09. Build Support**

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M.T.A. joins networks and other established entities that allow people to share and learn about race at work.

The continual participation in these networks increases credibility among the employees in general keeping their mind at rest that their concerns are taken seriously.

## 10. Conclusion

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The M.T.A. will regularly review the situation within the place of work, evaluate the effectiveness of this S.O.P., and make changes where needed.