

HUMAN RESOURCES

Employment Equity H301

POLICY

The College believes that all employees deserve a fair opportunity to maximize their contribution and to share in the benefits and opportunities of employment. However, we cannot presume that we are free from barriers in our College that may limit each employee being treated fairly, particularly women, visible minorities, aboriginal peoples and people with disabilities. When we talk about Employment Equity, to which the College is committed, it is these groups on whom we will focus, but not to the disadvantage of others.

It is the policy of the College to afford equal employment opportunities to all persons employed by or seeking employment with the College without regard to race, age, religion, gender, marital status, national origin, physical or mental disability, receipt of public assistance or any other characteristic protected by federal or provincial laws.

SCOPE

All Staff

PROCEDURE

1. This policy applies to all employment practices including but not limited to, recruitment, selection, training, promotion, demotion, transfers and terminations.
2. The College will make reasonable accommodations when necessary and when operationally feasible for employees and/or applicants with disabilities provided the individual is otherwise qualified to perform the essential functions of the job.
3. The College will undertake, on a continuing basis, to identify and eliminate the barriers and to encourage the development and advancement of all employees to ensure that the best-qualified people occupy positions at all levels
4. From time to time, the College will undertake educational programs for Board, management and staff that raise awareness of employment equity issues.
5. The College will remain vigilant to ensure employment equity issues do not arise, but if they do, steps to educate and overcome this will be undertaken.
6. Staff who have concerns or suggestions relate to the employed equity issue(s) are encouraged to utilize the College's open door policy for information or resolution.

Effective Date: June 2017

Date last reviewed: June 2017; September 2009

Scheduled review date: June 2020

Approved by: Executive Management June 2017