

**1. Rationale**

The Simcoe County District School Board (SCDSB) is committed to the promotion of human rights and equity to achieve a diverse and representative workforce. The SCDSB will achieve this through fair, consistent, transparent and non-discriminatory hiring practices that identify and remove barriers for marginalized and under-represented groups, including women, Indigenous peoples, members of racialized groups, members of visible minority groups and persons with disabilities, to ensure full participation at all levels within the organization.

Employment equity recognizes the value of individuals who reflect diverse identities, lived experiences and perspectives, and ensures that each individual will have genuine, open and unhindered access to employment and promotion opportunities, free from all barriers, including systemic or otherwise.

The SCDSB is committed to accommodating differences to allow all applicants the same opportunity for employment and promotion based on their ability to do the work.

**2. Policy**

It is the policy of the SCDSB that all employment policies, procedures and practices be developed and implemented in ways which will ensure that all employees are treated with equity in all matters of employment.

This policy is equally applicable to all individuals who apply for an employment position with the SCDSB. An individual who applies for an employment position with the SCDSB will be treated fairly and equitably, in accordance with Ontario's *Human Rights Code* (OHRC), and will be provided with any required reasonable accommodation during the employment application process.

**3. Definitions**

3.1 Employment Equity - employment practices designed to eliminate discriminatory barriers and to provide equitable opportunities in employment for women, Indigenous peoples, members of racialized groups, members of visible minority groups and persons with disabilities.

- 3.2 Discrimination - unfair or prejudicial treatment of individuals or groups on the basis of age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, family status, marital status (including single status), gender identity, gender expression, receipt of public assistance (in housing only), record of offences (in employment only), sex (including pregnancy and breastfeeding), and sexual orientation as set out in the OHRC, or on the basis of other similar factors. Discrimination, whether intentional or unintentional, has the effect of preventing or limiting access to opportunities, benefits, or advantages that are available to other members of society. Discrimination may be evident in organizational and institutional structures, policies, procedures and programs, as well as in the attitudes and behaviour of individuals.
- 3.3 Direct or Indirect Discrimination - results when individuals are treated differently because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sexual orientation, pregnancy, gender identity, gender expression, age, marital status, family status, disability or the receipt of public assistance and other grounds as amended in the legislation or identified in case law or by policy of the Human Rights Commission. It may be intentional or unintentional. It may involve direct actions that are discriminatory on their face (i.e. failure to make eye contact), or it may involve rules, practices or procedures that appear neutral, but have the effect of disadvantaging certain groups of people. Discrimination may take obvious forms, or it may occur in very subtle ways.
- 3.4 Systemic or Constructive Discrimination - takes place when a policy, procedure, decision, or action initially appears neutral and non-discriminatory, but has an unintended negative or exclusionary impact on an employee who identifies with a designated group that is protected by human rights legislation.
- 3.5 Barriers - obstacles to equity that may be overt or subtle, intended or unintended, and systemic or specific to an individual or group, and that prevents or limits access to opportunities, benefits or advantages that are available to other members of society.
- 3.6 Systemic Barriers - policies, practices or procedures that result in some people receiving unequal access or unintentionally being excluded, and which create or perpetuate a position of relative disadvantage.
- 3.7 Lived Experiences - personal knowledge about the world gained through direct, first-hand involvement in everyday events rather than through representations constructed by other people.
- 3.8 Harassment - any behaviour which may be offensive, embarrassing or humiliating to individuals and denies them dignity and respect and includes verbal or physical conduct that is related to any of the grounds of discrimination prohibited by the OHRC.

**4. Guidelines**

- 4.1 The SCDSB will ensure every employee has a working environment that is free from discriminatory practices and harassment.
- 4.2 The Director of Education, or designate, is responsible for the development and implementation of employment equity programs, including specifically:
  - 4.2.1 the regular review and evaluation of employee recruitment, selection, transfer and promotion procedures and practices in order to ensure that selection criteria provide equal employment opportunities for all employees;
  - 4.2.2 the publication and distribution of the provisions of this policy to all employees and applicants for positions within the system; and,
  - 4.2.3 the provision of training programs for administrators, managers and supervisors to ensure effective application of the provisions of this policy and human rights legislation.
- 4.3 In order to successfully create an environment in which each employee will have equal opportunity to work, develop, and advance, all administrators, managers and supervisors will be guided by the provisions of this policy when making decisions which affect employment.
- 4.4 All employees of the SCDSB who make decisions related to the employment status or working conditions of other employees are responsible to the Director of Education for ensuring that direct discrimination does not result from those decisions.
- 4.5 All employees of the SCDSB who make decisions related to the employment status or working conditions of other employees are also responsible to the Director of Education for ensuring that their decisions, practices or activities do not result in systemic, constructive or indirect discrimination.
- 4.6 Members of the SCDSB who make decisions related to the employment status or working conditions of employees shall ensure that those decisions do not result in either direct or indirect discrimination.
- 4.7 The SCDSB shall endeavour to ensure the adoption of gender-free position titles and the use of inclusionary language in all meetings, documents, reports and correspondence.

**GENERAL 3100**

**EMPLOYMENT EQUITY 3120**

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**5. Administrative Procedures**

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

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