



POLICY MANUAL

Policy No. 305

Section:	Human Resources
Title	Workplace Equity

REASON FOR POLICY

To promote equity and diversity in the North Vancouver Recreation and Culture Commission (NVRC) work environments.

POLICY

1. The NVRC is committed to providing a positive workplace which recognizes, welcomes, values, and accommodates the diversity of all individuals.
2. The NVRC is committed to hiring the best-qualified candidates while ensuring a fair and equitable process for all persons. Employment and promotion decisions shall be made on the basis of qualifications and merit. Within this context, the NVRC shall make proactive efforts to ensure the equitable representation and full participation in all occupational groups within the organization of the four groups designated for employment equity.
3. The NVRC supports an innovative and inclusive workforce which, at all levels, is representative of the diverse population it serves.
4. The NVRC does not condone any form of discrimination and endorses the Canadian Human Rights Act and the British Columbia Human Rights Code.
5. The NVRC will endeavour to prevent discriminatory barriers (systemic or otherwise) in the selection, development and training, promotion, retention and termination of employees.
6. The NVRC will take reasonable steps, where necessary, to accommodate the special needs of its employees.

DEFINITIONS

For the purposes of this policy, the following definitions apply:

Employment equity – achieving a fair and representative workplace through the elimination of employment barriers and the adoption of positive policies and practices designed to improve representation of designated groups.

Designated groups – for the purposes of equity initiatives, women, Aboriginal persons, persons with disabilities, and members of visible minority groups

Discrimination – the denial of equal treatment in employment, in the provision of goods, services and facilities to the public, and in the administration of contracts based on the prohibited grounds as defined by human rights legislation.

Aboriginal persons – persons who are members of a First Nation (including both status and non-status), Métis or Inuit.

Persons with disabilities – persons with a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who

- consider themselves to be disadvantaged in employment by reason of that impairment, or
- believe that an employer or potential employer would likely consider them disadvantaged in employment by reason of that impairment.

Visible minorities – persons other than Aboriginal persons who are non-Caucasian in race or non-white in colour.

Systemic barriers – situations, policies and/or practices which unfairly exclude members of the designated groups from taking part in the workplace. These “barriers” are varied and can include, but are not limited to, the following:

- sexism, racism or prejudices which manifest in the workplace;
- physical barriers which prevent disabled people from accessing or participating fully in the workplace;
- lack of access to education or training;
- lack of accommodation of family responsibilities (caregivers of young children or elderly parents);
- impact of child rearing responsibilities on the tenure and promotion process;
- “chilly climate”: environment which has the effect of excluding or undermining a person or a group of people in a working environment;
- lack of awareness of cross-cultural issues (particularly in communications).

Accommodation – the facilitation and integration of individuals into the workplace by recognizing and accommodating special needs through the identification and removal, if necessary, of non-essential job elements, workplace adjustments, technical devices, flexible scheduling, adaptive devices for equipment, etc., unless undue hardship would be incurred by the NVRC in such accommodation.

AUTHORITY TO ACT

Authority to act and revise this policy is delegated to the Director of Recreation & Culture.

Approval Date:	November 27, 2008	Approved by:	Commission
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