

	<b>Diversity in the Workplace</b>
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**Effective Date:** Sep 22 2023

**Revision #:** 2

### SCOPE

All employees and students

### RATIONALE

To provide a supportive work environment and an organizational culture that welcomes and encourages equal opportunities for all employees.

### POLICY

Community Care Peterborough (CCP) is dedicated to building and fostering a fair and inclusive workplace which values diversity and encourages respect for dignity, beliefs, and ideas consistent with the principles outlined in the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. We recognize the value of identifying and removing barriers and promoting inclusion and belonging in the workplace. By valuing a diverse workforce, Community Care is committed to recruitment practices that are fair and equitable.

Community Care Peterborough also recognizes that there are distinct demographic groups that have long been disadvantaged. We acknowledge that racism, ageism, sexism, and other forms of discrimination are problems both for our organization and society as a whole. Community Care Peterborough is committed to addressing cultural stereotypes and discrimination of any kind. The organization has clear reporting procedures for any type of discrimination or harassment combined with follow-up procedures to prevent future incident.

### DEFINITIONS

**Belonging** – feeling supported, valued, and accepted when presenting one’s most authentic self.

**Dignity** – being treated respectfully and ethically because of one’s inherent worth.

**Discrimination** – treating people unequally or making a distinction based on prohibited grounds that results in a burden, obligation, or disadvantage that is not imposed on others or that limits access to opportunities, benefits, and advantages available to other members of society.

**Equity** – access to opportunities that is fair and accounts for the different experiences people have based on factors that are protected by human rights legislation.

**Inclusion** – creating a culture that embraces, values and respects diversity and supports



all members through equitable practices.

**Micro-aggressions** - commonplace direct or indirect slights, insults, generalizations, or insensitive actions made at the expense of historically marginalized groups whether intentionally or unintentionally offensive.

**Prohibited grounds** – the characteristics that an employer must not use as reasons to discriminate against a person or group under human rights legislation. Sometimes called protected characteristics.

**Unconscious bias** – the inclination or assumption (such as stereotypes and prejudices) that a person may have about social and identity groups, or persons who belong to these groups that operate with our awareness.

## PROCEDURES

1. CCP will always hire the most qualified candidate for a position. We will ensure that the search and hiring process is fair and equitable so the appropriate qualifications of each candidate are the only criteria upon which a hiring or promotion decision is made.
2. All personnel actions regarding hiring, compensation, promotion, benefits, job assignments, transfers, lay-offs, return from lay-offs, agency sponsored programs or events, etc. will be taken without regard to age, race, ancestry, place of origin, ethnic origin, creed, citizenship, sex (including pregnancy), gender identity, gender expression, sexual orientation, record of offences, marital status, family status and disability.
3. CCP will ensure that accommodations are made for individuals who require them. Individuals are encouraged to make Community Care Peterborough management aware of any accommodations that are needed in accordance with HR-2-16: Workplace Accommodation.
4. Community Care Peterborough will ensure that employees and stakeholders are culturally proficient and may use various training initiatives to foster competencies related to diverse and marginalized populations. These training initiatives may include:
  - a) Allowing awareness of one's own cultural view;
  - b) encouraging positive attitudes towards cultural differences; and/or
  - c) obtaining knowledge of differing cultural practices and views.
5. Community Care Peterborough's commitment to diversity is led by our diversity champions who represent different parts of the organization and form the Diversity, Equity and Inclusion Committee (DEI Committee), reporting to the Continuous Quality Improvement (CQI) Committee. The DEI Committee ensures that the

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diversity policy is articulated in the day to day operations and the strategic direction of the organization.

6. All employees are expected to be aware of Community Care Peterborough’s policies around diversity and share the responsibility of upholding the policies. If an employee notes that a section of the policy is not being upheld they should bring it to the attention of their supervisor or one of the members of the diversity committee.
  
7. The Diversity, Equity and Inclusion Committee will review the Diversity in the Workplace policy in conjunction with the Human Resources Committee every two years, at minimum.

**RELATED POLICIES**

- HR-2-10: Ethical Recruitment
- HR-2-16: Workplace Accommodation
- HR-10-20: Anti-Bullying
- HS-1-60: Workplace Violence and Harassment

**RELATED DOCUMENTS**

- Accessibility for Ontarians with Disabilities Act (AODA)
- Ontario Human Rights Code

**REVIEWS AND REVISIONS**

<b>Date Approved</b> (mmm dd, yyyy)	<b>Comments</b>
Jun 19 2018	Policy developed
Dec 17 2020	Reviewed and revised
Sep 22 2023	Reviewed and revised

<b>Next Review Date:</b>	September 2026
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