

4.14 EMPLOYMENT EQUITY POLICY

Principles:

Certain segments of the population face employment disadvantages such as higher unemployment rates, lower employment/population ratios, limited occupational distribution, and/or limited career progression compared with the rest of the work force. The following groups experiencing these employment disadvantages have generally been identified as designated groups: Aboriginal people, members of visible minority groups, persons with disabilities, and women.

Employment equity is about developing a workforce that is at all levels representative of the diverse population it serves and about ensuring that no individual is denied employment or advance for reasons unrelated to ability to do the job.

Policy:

BACI is committed to reflecting the diversity of Burnaby's population throughout the organization and in its workforce. An equitable workplace is best achieved through the promotion of safety, teamwork, staff empowerment, open communication, and by valuing employees as individuals and contributors, in order to attain the Association's strategic and program objectives.

BACI recognizes that meeting the goals of Employment Equity is best achieved in a workplace that promotes equality of opportunity in a positive and supportive working environment.

BACI is committed to employment equity as an ongoing process. BACI will endeavour to match the diversity of the current Burnaby demographics in its workforce. The Employment Equity process:

- Recognizes the worth and dignity of each individual,
- Strives for a qualified workforce that represents the diversity of the community,
- Identifies and eliminates any discrimination in the organization's employment procedures and policies,
- Remedies the effects of any past discrimination through the development of special measures and accommodation of differences, and
- Sets goals and timetables to achieve a representative workforce.

The Association is committed to:

- A workforce which, at all levels, is representative of the diverse population it serves
- The identification and removal of barriers in employment systems, policies, procedures, practices, organizational attitudes and established behavioural patterns that have an adverse effect on the employment or career progression of members of designated groups
- The implementation of special measures to correct the effects of employment disadvantages and promote the work force participation of designated groups

- Achieving and maintaining a fair and diverse work environment that values diversity of both employees and individuals
- A workplace where all employees are respectful of each other
- A workplace free of discrimination and harassment
- Removing barriers to the recruitment, selection, promotion and retention of members of systemically disadvantaged groups, especially women, aboriginal people, people with disabilities, and visible minorities.

Disability Confidence:

BACI's Disability Confidence Policy is linked to the Employment Equity policy in so much as it articulates our commitment to full accessibility and inclusion for all – including the people who work for and volunteer at BACI.

Employment Equity Strategies:

This challenge can be addressed through several different strategies:

- Training on employment-related topics
- Removal of employment barriers for designated groups
- Putting in place remedial measures to achieve representation of designated groups
- Maximizing the possibility that members of the designated groups will remain in the workforce
- Identifying special opportunities to encourage designated group members to enter into training opportunities that promote an environment supportive of the principles of employment equity that would attract and retain designated group members and encourage individuals to self-identify
- Using associations that provide hiring support to designated groups in its recruitment
- Providing training to employees regarding the values and principles of diversity and administrative fairness
- Complying with the equity laws outlined in the BC Human Rights Code and the Canadian Charter of Rights and Freedoms.

Accommodation:

Reasonable accommodation is defined as "adjustments to the workplace to allow persons with disabilities or others protected under the Human Rights Act to carry out their work." Since reasonable accommodation is provided on a case-by-case basis no single approach fits all situations. All accommodation requests must undergo a formal Accommodation Review led by Quality Assurance & Human Resources, and which may also involve the BCGEU, Disability Management support, or other professionals.

Accountability

It is the responsibility of everyone employed by the Association to apply the principles of Employment Equity.

The Executive Director is responsible for ensuring that all employment policies and practices are consistent with Employment Equity principles and that all members of the Association community are aware of the Employment Equity Policy.

All individuals in positions of responsibility and having the authority to make or influence employment decisions are responsible for ensuring that this policy is consistently applied throughout their area of jurisdiction. They also have an obligation to communicate this policy to the employees for whom they have responsibility.

Linking Policies:

- 1.1 Vision & Mission Statements
- 1.2 Guiding Principles
- 1.8 Code of Ethics
- 1.16 Disability Confidence Policy
- 2.1 Accessibility Policy
- 4.1 Employee Hire Policy
- 4.3 Job Descriptions Policy