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| **Employment Equity Hiring** | | | | | **Class: HR** | |
| **Approved By:** | Executive Group | | | | | |
| **Approval**  **Date:** | 2020 01 14 | **Revised Date:** | 2020 01 14 | **Review Date:** | | 2023 01 14 |
| **Responsible Portfolio/Unit/**  **Committee:** | Administration & Operational Support – Human Resources | | | | | |
| **Responsible Officer(s):** | Director – Human Resources | | | | | |

1.0 Purpose

Northern Ontario School of Medicine (NOSM) University is committed to building a diverse and inclusive community, where the rights of all individuals and groups are protected and all members feel safe, valued, empowered and respected for their contributions to the shared vision, mission and values of NOSM University. Inclusion occurs when systems and structures facilitate full participation by all NOSM University community members and members are treated equitably for their contributions. Employment Equity is a key part of our progress towards inclusivity in the employment relationship, and is an ongoing process that identifies, addresses and mitigates barriers in employment policies, practices and procedures. The purpose of this policy is to:   
  
a) identify, address and mitigate systemic discrimination in employment policies, practices and procedures;

b) establish the responsibility, with respect to Employment Equity, of each person in a position to make or influence employment decisions at NOSM;

c) set attainable goals and timeframes to achieve a representative and engaged workforce that reflects the diversity of the local community and, understanding and mutual respect for the dignity and contributions of every person representative of the diversity of the local community.

2.0 Scope

This policy applies to all NOSM University Community Members. If this Policy is inconsistent with any of the terms and conditions of a Collective Agreement, the Collective Agreement shall prevail.

3.0 Definitions

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| **TERM** | **Definition** |
| Accommodation | Accommodation means making reasonable, individualized adjustments to employment policies, practices or procedures that unnecessarily hinder the progress of otherwise qualified employees or job applicants on the basis of a prohibited ground of discrimination as set out in the *Ontario Human Rights Code* (the *Code*), such as disability, colour, ethnicity, creed, sex, gender identity, gender expression or as set out in the *Accessibility for Ontarians with Disabilities Act*. Accommodation measures may include, but are not limited to: enabling accessibility for persons with disabilities, scheduling to respect religious obligations, or permitting flexible work arrangements to meet family status obligations. |
| Designated Groups | Designated Groups are groups of people who have historically faced, and continue to face, barriers in the labour market. The *Employment Equity Act* identifies these groups as:  (a) Women;   (b) First Nations, Métis and Inuit Peoples;   (c) Persons with Disabilities; and,  (d) Visible Minorities.  In addition, NOSM University also recognizes persons of any sexual orientation or gender identity and such other groups as may be designated by legislation. |
| NOSM University Community Members | Includes staff, faculty, professional staff, stipendiary faculty, medical residents, students (learners), volunteers, visitors, observers, third party contractors while they are acting in a capacity defined by their relationship with the school as well as institutional administrators and officials representing NOSM University. |
| Employment Equity | Employment Equity is defined as an ongoing process that identifies, addresses and mitigates barriers in employment procedures and policies, and that:  (a) recognizes the worth and dignity of each individual;  (b) pursues equity of opportunity; and,  (c) strives for a qualified workforce that represents the diversity of the community. |
| Special Measures | Special measures are specific initiatives to address the effects of past discrimination. Some can be long-term and of benefit to everyone, such as developing objective and transparent job related criteria for selection, or more flexible working arrangements. Others might be considered remedial and are short-term, designed specifically to allow disadvantaged groups to achieve equity in employment representation. For example, the latter may include outreach and consultation with experts, representatives of Designated Groups or special training programs during the recruitment process. In the case of bargaining units, Special Measures shall be discussed and agreed with the Union. |

4.0 Procedures

4.1 In compliance with the Code, the Federal Contractors Program, the Pay Equity Act, the Accessibility for Ontarians with Disabilities Act, and in keeping with its own commitment to Employment Equity, NOSM University will make reasonable efforts to ensure that:  
(a) employees and job applicants are treated equitably with respect to recruitment, retention, promotion and advancement;   
(b) reasonable accommodation of individual needs is undertaken;   
(c) salary and wage scales are based on the value of the work performed, and recruitment and selection processes are free from systemic discrimination.

4.2 NOSM University will undertake Special Measures, where necessary, to ensure that qualified job applicants from Designated Groups are included and are able to compete equitably in all employment opportunities.

4.3Standard wording to be used in recruitment advertisements or job postings is provided in Appendix A.

4.4 NOSM University will develop an Employment Equity Framework Plan for achieving Employment Equity and will continue to monitor and refine this framework as warranted, in consultation with the Employee groups and equity-seeking groups, and in accordance with NOSM University policies, regulations and collective agreement provisions.

4.5 Workforce data will be gathered to understand the composition of our workforce, including the representation of Designated Groups, and to foster Employment Equity, in keeping with NOSM University’s commitment to Employment Equity and similar commitments by partners (for example, the Federal Contractors Program. The information gathered will be collected and analyzed under the authority the Employment Equity Act, 1995.

4.6 NOSM University will take steps to protect personal information and handle such records in accordance with NOSM University’s use of Personal Information and Protection of Privacy, and the Freedom of Information and Protection of Privacy Act.

4.7 Any concern or question about the interpretation or application of this policy can be directed to the Office of Human Resources.

4.8 Employees reporting an alleged violation of rights protected by the Code, Accessibility for Ontarians with Disabilities Act, or Employment Equity legislation can raise their concerns through NOSM University’s policy on Discrimination and Harassment, their relevant collective agreement, with their immediate Supervisor, Program Director, Associate Dean, Division Head or Section Chair if applicable, Union Representative, Learner Affairs Office or the Office of Human Resources.

5.0 Roles and Responsibilities

The Office of Human Resources will assist immediate Supervisors, Program Directors, Associate Deans, Division Heads or Section Chairs if applicable, and all other persons involved in making employment decisions with the implementation of the Employment Equity program, including the evaluation of progress in meeting its goals.  
  
The Office of Human Resources is responsible for managing and monitoring NOSM University’s Employment Equity program and for ensuring compliance with all legal requirements.   
  
The program will be developed and implemented in partnership with Indigenous Affairs, Francophone Affairs, the Office of Learner Affairs and Equity, OPSEU Local 677, Unit 1 and Unit 2, and in consultation with academic and administrative departments.  
  
All Employees are responsible for complying with this policy.

6.0 Resources

(a) Accessibility for Ontarians with Disabilities Act;

(b) Accessibility Policy:

(c) Prevention and Response Federal Contractors Program;  
(d) Freedom of Information and Protection of Privacy Act;  
(e) Ontario Human Rights Code  
(f) Policy and Procedure on Disability and the Duty to Accommodate by the Ontario Human Rights Commission  
(g) Pay Equity Act  
(h) Statement on Collection of Personal Information and Protection of Privacy

(i) OPSEU Local 677 (Unit 1 and 2 Members) See ***Appendix A*** for Employment Equity Recruitment Statement

7.0 Related Documents

1. Human Rights, Anti-Discrimination and Harassment Policy and Procedure
2. Responding to Student Concerns of Mistreatment Procedure
3. Responding to Resident Concerns of Mistreatment Procedure
4. Collective Agreement provisions relating to Employment Equity, Appointment, Harassment and Discrimination.
5. Recruitment. Selection and Hiring Policy

8.0 Getting Help

Queries regarding interpretations of this document should be directed to:

Director of Human Resources 705-662-7270.

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**Appendix A: – Employment Equity Recruitment Statement**All postings and Recruitment pages are expected to contain the following standard wording which outlines NOSM University’s commitment to Employment Equity, as follows:

NOSM University acknowledges that the entirety of the School’s wider campus of Northern Ontario is the Ancestral Traditional Lands of the First Nations Peoples and Métis Peoples who resided alongside. The School also respectfully acknowledges that the medical school building at Laurentian University is located in the Robinson-Huron Treaty territory and at Lakehead University in the Robinson-Superior Treaty territory.  
  
In keeping with its Statement on Building an Inclusive Community with a Shared Purpose, NOSM University strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity. The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. The University seeks qualified candidates who share our commitment to equity, diversity and inclusion. While all qualified candidates are invited to apply, we particularly welcome applications from women, persons with disabilities, First Nations, Métis and Inuit peoples, Francophone, members of visible minorities, and LGBTQ+ persons.

Job applicants requiring accommodation to participate in the hiring process should contact the Office of Human Resources to communicate accommodation needs.

On the NOSM University Human Resources Recruitment page and as of the application process, you are invited to complete a brief diversity survey. The survey is voluntary. All information collected is confidential and will not be shared with the hiring manager. The results of the survey are for institutional planning purposes, and support our efforts to promote diversity, equity, and inclusion.

In the case of bargaining units the Employment Equity Recruitment Statement shall not be inconsistent with the Collective Agreement and if a statement is agreed in a Collective Agreement it shall be used for postings in that bargaining unit.