

Policy Number:	1.2.7 Employment Equity Policy
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Relevant Statutory / Regulatory**Linkages:**

Canadian Human Rights Act

Ontario Human Rights Code

Employment Equity Act

Policy Statement (Intent and Scope)

King's University College (King's) is committed to promoting the full participation and advancement of members of all equity seeking groups as identified under the Canadian Human Rights Act, Ontario Human Rights Code, and the Employment Equity Act in all aspects of employment.

1. Guidelines

- 1.1 King's recognizes that Employment Equity is a core value of our mission as a public Catholic University College that engages in the open pursuit of truth and the discovery and sharing of knowledge in service to humanity. Employment Equity will be achieved by recognizing the value and dignity of every individual, by ensuring they will have genuine, open, and unhindered access to employment opportunities, free from unnecessary barriers, whether systemic or otherwise.
- 1.2 Employment Equity involves hiring the most suitably qualified candidate for any open position while ensuring the hiring process and qualifications required are fair and equitable for all persons. King's will act to ensure that hiring processes are consistent within employee groups and in keeping with this policy. King's will commit to take appropriate steps to ensure representation of historically disadvantaged groups, and that the representation of these groups will proportionately reflect their availability within the labor force of the external community.
- 1.3 All members of the King's community are integral to the advancement of Employment Equity. Final responsibility and accountability for King's Employment Equity Policy, however, rests with the Principal of the College.

2. Objectives

- 2.1 Under Employment Equity, King's has the following objectives:
 - 2.1.1 Promote the full participation and advancement of members of equity-seeking groups as defined by the Canadian Human Rights Act, Ontario Human Rights Act, and Employment Equity Act.
 - 2.1.2 Identify and eliminate direct, indirect, and systemic barriers by developing policies, programs, and practices to support inclusion and participation in advancement for members of equity-seeking groups.

- 2.1.3 Implement measures to attract, retain and promote members of equity seeking groups as well as to ensure those in positions to make or influence employment decisions (hiring, promotion, etc.) are aware of employment equity measures and have received appropriate training and support in applying such measures.
- 2.1.4 Collect and analyze workforce data, such as representation and pay levels of equity seeking groups and others, and develop a formal employment equity plan and prepare an annual report, which will contain specific recommendations for action to College Council and detail the progress towards such recommendations.
- 2.1.5 Recruit and retain employees on the basis of strength and suitability of qualifications, while ensuring all persons and, in particular, members of equity-seeking groups, have genuine, open and unhindered access to employment opportunities free from barriers, while recognizing the bona fide requirements of certain positions. Employment equity means more than regarding persons in the same way but also requires special measures and the accommodation of differences.
- 2.1.6 Recognizing that the advancement of employment equity relies in large part on the input provided by its employees, the Principal will establish an Employment Equity Committee that will report on its work to College Council.

3. Implementation

3.1 King's will ensure the implementation of this policy by:

- 3.1.1 Developing an employment equity plan.
- 3.1.2 Ensuring that this plan addresses equity in the hiring, remuneration, promotion, and recognition of each employee group.
- 3.1.3 Ensuring that those in positions to make or influence employment decisions are trained and supported in implementing King's employment equity policy and plan.
- 3.1.4 Ensuring that all job descriptions constitute bona fide and necessary requirements for the position advertised.
- 3.1.5 Raising awareness within the King's community about equity and diversity issues and initiatives.
- 3.1.6 Ensuring that budget unit heads, in consultation with Human Resources, actively support King's initiatives in the advancement of the objectives of this policy.

Monitoring Report Requirements (Frequency, Content, etc.)

The Principal, or designate, will provide an annual report including relevant data and statistics to the Employee Relations Committee and to the Board of Directors. The Employment Equity Committee of College Council will monitor and review the policy on a regular basis.