



	<b>REPORT No.: 2019-45</b>
<b>MEETING DATE: SEPTEMBER 19, 2019</b>	<b>DATE PREPARED: JULY 26, 2019</b>
<b>SUBJECT: WORKPLACE DIVERSITY AND INCLUSION POLICY</b>	

### **RECOMMENDATION**

THAT with respect to Report No. 2019-45 (CAO Division), we, The District of Thunder Bay Social Services Administration Board approve the Workplace Diversity and Inclusion Policy as presented;

AND THAT we authorize the Chief Administrative Officer to make amendments to the Policy with respect to housekeeping items, as may be required from time to time.

### **REPORT SUMMARY**

To present The District of Thunder Bay Social Services Administration Board (TBDSSAB) with information related to the implementation of a Workplace Diversity and Inclusion Policy.

### **BACKGROUND**

The 2020 Strategic Plan included the strategic objective of *Reflecting the community in our staffing*. This was a direct approach intended to shift stigma and reactionary thinking, by increasing staff diversity and creating a healthy supportive work environment. To align with this strategic direction, the TBDSSAB has:

- Delivered *Introduction to Indigenous Awareness and Workplace Inclusion* training to all staff. This training was designed to provide insights, background and an overview of the ways staff can engage in the conversation to increase the efforts of Indigenous inclusion in the workplace, and in our communities.
- Developed a self-identification tool for staff. The information gathered through this voluntary survey will be used for statistical purposes to measure and help ensure our community is reflected in our staff.
- Increased TBDSSAB's presence at career fairs and community events to promote employment opportunities including Lakehead University Career and Job Fair; Confederation College Career and Job Fair; Regional Career Fairs; Anishinabek Health Conference; Maadaadazi Aboriginal Post-Secondary Student Orientation' and Aboriginal Trade and Employment Symposium.
- Celebrated *National Indigenous Peoples Day* and built cultural awareness and safety into Wellness and Recognition initiatives.

**COMMENTS**

The Workplace Diversity and Inclusion Policy is designed to demonstrate the TBDSSAB’s commitment to building a diverse and inclusive workforce through equal employment opportunities and ensures work practices promote equality and are non-discriminatory.

**FINANCIAL IMPLICATIONS**



There are no direct financial implications associated with the approval of the Workplace Diversity and Inclusion Policy.

**CONCLUSION**

It is concluded that that the Workplace Diversity and Inclusion Policy should be approved as presented.

**REFERENCE MATERIALS ATTACHED**

Attachment #1: [Workplace Diversity and Inclusion Policy](#)

<b>PREPARED BY:</b>	Roxanne Brunelle, Manager, Human Resources The District of Thunder Bay Social Services Administration Board
<b>APPROVED / SIGNATURE:</b>	 William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board
<b>SUBMITTED / SIGNATURE:</b>	 William (Bill) Bradica, Chief Administrative Officer The District of Thunder Bay Social Services Administration Board

<b>POLICY</b>	CATEGORY/SECTION <b>HUMAN RESOURCES - EMPLOYMENT</b>
	SUBJECT <b>WORKPLACE DIVERSITY AND INCLUSION</b>

**AUTHORITY**

This policy applies to all employees, students, and volunteers of The District of Thunder Bay Social Services Administration Board (‘the TBDSSAB’) and will be applied in a manner that is consistent with any applicable collective agreement and all applicable legislation.

**INTENT OF POLICY**

The TBDSSAB is dedicated to providing an atmosphere free from barriers in order to promote equity and diversity. We celebrate and welcome the diversity of all employees and stakeholders.

The TBDSSAB strives to foster an environment that respects people's dignity, ideas and beliefs thereby ensuring equity and diversity in employment. We demonstrate our commitment to this by providing a supportive work environment and a corporate culture that welcomes and encourages equal opportunities for all employees. The TBDSSAB is committed to providing a workplace which promotes innovation and creativity through a diverse and inclusive workforce.

**STANDARDS OF APPLICATION**

This policy is designed to ensure that all employees understand the TBDSSAB’s commitment to recognizing the value of diversity in our workplace as supported through equal employment opportunities and ensuring work practices promote equality and are non-discriminatory.

***Diversity and Inclusion***

The TBDSSAB recognizes that all people bring different qualities, abilities, skills, knowledge, experiences, perspectives and attitudes to work. Valuing and making the most of these differences can improve the workplace for individuals and enhance the services provided the TBDSSAB.

We understand diversity as the presence of a wide range of human qualities and attributes within a group organization or society. The dimensions of diversity include but are not limited to age, ancestry, colour, creed (religion), ethnicity, family status, gender identity, gender expression, language, marital status, physical and intellectual ability, place of origin, race, sex, sexual orientation or socio-economic status.

IMPLEMENTATION / BOARD APPROVAL DATE:

**September 26, 2019**

REVISION DATE(S):

PAGE

**1 of 3**

CATEGORY/SECTION <b>HUMAN RESOURCES - EMPLOYMENT</b>	SUBJECT <b>WORKPLACE DIVERSITY AND INCLUSION</b>
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### ***Recruitment and Selection***

The TBDSSAB recognizes the value of diversity in our workplace and strives to promote fairness and equal employment opportunities. The decision to employ an individual is based on merit, the potential and the ability to carry out the role. The TBDSSAB seeks to address conscious and unconscious biases in recruitment using a multidisciplinary panel, with the involvement of the Human Resources Department.

### ***Career Development and Succession Planning***

The TBDSSAB is committed to identifying and implementing programs that will assist in the development of a broader and diverse pool of skilled and experienced employees. The TBDSSAB seeks to develop its employees to prepare themselves for higher levels of responsibility by offering equal opportunity for career development based on knowledge, skills and leadership prospects for future success. Internal advancement opportunities and employee wellness and recognition initiatives are used as development, engagement and retention strategies.

### ***Expected Behaviour and Code of Conduct***

The TBDSSAB values a workplace culture that is respectful of inclusion and diversity. Bullying, discriminating, harassing, victimizing or vilifying behaviours will not be tolerated. This is achieved through continuously educating our employees on the standards TBDSSAB expects of its employees and the annual review of the Code of Conduct Policy, Workplace Harassment Prevention Policy and Workplace Violence Prevention Policy.

### ***Cultural Competence***

The TBDSSAB delivers various cultural competence training initiatives to foster these competencies. The objectives of these training initiatives are to allow staff to attain knowledge of differing cultural practices and views, develop cross-cultural skills and promote positive attitudes towards cultural differences.

### ***Accommodations***

The TBDSSAB ensures that accommodations are made for individuals who require them. Employees are encouraged to speak with the Human Resources Department and/or their Supervisor regarding any accommodations needs.

**TBDSSAB #HR-03:133**

<b>CATEGORY/SECTION</b> <b>HUMAN RESOURCES - EMPLOYMENT</b>	<b>SUBJECT</b> <b>WORKPLACE DIVERSITY AND INCLUSION</b>
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**AUTHORITY AND RESPONSIBILITY:**

All employees of the TBDSSAB are expected to adhere to the standards of behaviour contained herein, at all times.

Any employee, who is found to have breached this Policy will be subject to disciplinary action, up to and including termination of employment.

**RELATED POLICIES AND PROCEDURES**

All related/applicable Policies, Procedures and legislation.

IMPLEMENTATION/ / BOARD APPROVAL DATE:

**September 26, 2019**

REVISION DATE(S):

PAGE

**3 of 3**