

1.0 POLICY STATEMENT

- 1.1 MacEwan University (the "University") is committed to the principles of diversity, equity and inclusion and will recognize and address barriers to and in employment. The University values the diverse backgrounds, lived experiences, points of view and identities of its employees and recognizes the importance of this diversity in creating a welcoming learning environment for students and an inclusive and equitable working environment for employees.

2.0 PURPOSE

- 2.1 This policy outlines MacEwan's commitment to diversity, equity and inclusion in recruitment and establishes guidelines regarding the collection and use of Employment Equity Data.

3.0 APPLICABILITY

- 3.1 This policy applies to all MacEwan University employees.

4.0 DEFINITIONS

Diversity

The recognition and acknowledgement of individual differences such as: education, age, gender, race, sexual orientation, ability or disability, religion, ethnicity, culture, or any other characteristics that shape an individual's attitudes, perspectives, behaviours and opportunities.

Employment Equity

Ensuring that employment systems do not adversely affect equity seeking groups. Employment Equity seeks to address barriers faced by federally designated and other equity seeking groups (such as women, Indigenous people, persons living with a disability, sexual and gender minorities, and visible minorities) and enable equitable practices and meaningful participation.

Employment Equity Data

Information collected voluntarily from individuals who choose to self-identify as Indigenous people, persons living with a disability, sexual and gender minorities, women, and members of all minority groups that is used to measure the degree to which members of equity seeking groups are represented in MacEwan's workforce.

Inclusion

Encompassing and embracing differences, whereby the rights of all are respected and valued, and the right to participate is fully honoured.

Protected Grounds

The grounds that are referenced in the Alberta Human Rights Act. They include: race, religious belief, colour, gender, gender identity, gender expression, physical ability, mental disability, marital status, ancestry, age, place of origin, family status, source of income and sexual orientation.

5.0 POLICY ELEMENTS

- 5.1 MacEwan University is committed to attracting, hiring, promoting and retaining a diverse and talented workforce. The University will identify and work to remove barriers to the recruitment, hiring, development and promotion of all employees.

5.2 Equitable Recruitment Practices

- 5.2.1 MacEwan University encourages qualified applicants from diverse backgrounds and does not permit discrimination based upon the Protected Grounds.
- 5.2.2 Accommodations will be made available on request for candidates taking part in all aspects of the selection process.
- 5.2.3 Employment Equity Data may be used to evaluate the diversity of the applicant pool.
- 5.2.4 Hiring committees should reflect the diversity represented at MacEwan.
- 5.2.5 All recruitment activities must comply with the University's Recruitment Policy and applicable collective agreements.

5.3 Collection and Use of Employment Equity Data

- 5.3.1 The University may request Employment Equity Data from employees and applicants. Individuals who choose not to provide requested employment equity data will not be identified or penalized.
- 5.3.2 Confidentiality of Employment Equity Data will be respected and only accessible to those with a reasonable need to access the data.
- 5.3.3 Employment Equity Data will be stored separately from an individual's employment application and employee file.
- 5.3.5 All recorded information is subject to Alberta's *Freedom of Information and Protection of Privacy Act*. Records must be stored and destroyed/deleted in compliance with the University's Records Retention and Disposition Schedule.

5.4 Oversight and Support

- 5.4.1 The University will communicate this policy and will deliver and promote employment equity initiatives, including ongoing education, measurement tools, performance indicators, and accountability measures regarding compliance with this policy.
- 5.4.2 Human Resources, the Office of Human Rights, Diversity, and Equity, and Institutional Analysis and Planning will provide guidance on, and act as resources for, Employment Equity initiatives, including gathering and reporting demographic data.
- 5.4.3 MacEwan University respects and fulfills its legal and contractual obligations. In the event of a conflict or inconsistency between this policy and a provision in the relevant Acts or collective agreements, the provisions of the Acts and collective agreements will apply.

6.0 ASSOCIATED PROCEDURES

- Employment Equity Recruitment Guidelines
- Employee Accommodation Procedure

7.0 RELATED POLICIES, FORMS, AND OTHER DOCUMENTS

- Employment Equity Act
- Harassment Policy
- Human Rights and Accessibility Policy
- Recruitment Policy
- Respectful Workplace Policy

8.0 ACCOUNTABILITY

Policy Sponsor

Provost and Vice-President Academic
Vice-President, Finance and Administration and CFO

Responsible Office

Human Resources
Office of Human Rights, Diversity, and Equity

9.0 HISTORY

Relevant Dates

Approved: **21.06.03**

Effective: **21.06.03**

Next Review: **26.06**

Modification History

21.06.03: New Policy. Approved by Board motion #01-06-03-2020/21.

21.11.22: Minor revision to update Policy Sponsor. Approved by Policy Sponsors.