

**SCOPE**

All employees and students.

**RATIONALE**

To provide a supportive work environment and an organizational culture that welcomes and encourages equal opportunities for all employees.

**POLICY**

Community Care Peterborough (CCP) is dedicated to building and fostering a fair and inclusive workplace which values diversity and encourages respect for dignity, beliefs, and ideas consistent with the principles outlined in the *Ontario Human Rights Code* and the *Accessibility for Ontarians with Disabilities Act (AODA)*. We recognize the value of identifying and removing barriers and promoting inclusion in the workplace. By valuing a diverse workforce, Community Care is committed to recruitment practices that are fair and equitable.

Community Care Peterborough also recognizes that there are distinct demographic groups that have long been disadvantaged. We acknowledge that racism, ageism, sexism, and other forms of discrimination are problems both for our organization and society as a whole. Community Care Peterborough is committed to addressing cultural stereotypes. The organization has clear reporting procedures for any type of discrimination or harassment combined with follow-up procedures to prevent future incident.

**PROCEDURES**

1. CCP will always hire the most qualified candidate for a position. We will ensure that the search and hiring process is fair and equitable so the appropriate qualifications of each candidate are the only criteria upon which a hiring or promotion decision is made.
2. All personnel actions regarding hiring, compensation, promotion, benefits, job assignments, transfers, lay-offs, return from lay-offs, agency sponsored programs or events, etc. will be taken without regard to age, race, ancestry, place or origin, ethnic origin, creed, citizenship, sex (including pregnancy), gender identity, gender expression, sexual orientation, record of offences, marital status, family status and disability.

**COMMUNITY CARE PETERBOROUGH****Standards, Policies, and Procedures**

Policy Name: Diversity in the Workplace


Policy Number: HR-2-15

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Date Approved: June 19, 2018

Date Reviewed: December 17, 2020

3. CCP will ensure that accommodations are made for individuals who require them. Individuals are encouraged to make Community Care Peterborough management aware of any accommodations that are needed in accordance with HR-2-16: Workplace Accommodation.
4. Community Care Peterborough will ensure that employees and stakeholders are culturally proficient and may use various training initiatives to foster competencies related to diverse and marginalized populations. These training initiatives may include:
  - a) Allowing awareness of one's own cultural view;
  - b) encouraging positive attitudes towards cultural differences; and/or
  - c) obtaining knowledge of differing cultural practices and views.
5. Community Care Peterborough's commitment to diversity is led by our diversity champions who represent different parts of the organization and form the Diversity and Inclusion Committee, reporting to the Continuous Quality Improvement (CQI) Committee. The Diversity and Inclusion Committee ensure that the diversity policy is articulated in the day to day operations and the strategic direction of the organization.
6. All employees are expected to be aware of Community Care Peterborough's policies around diversity and share the responsibility of upholding the policies. If an employee notes that a section of the policy is not being upheld they should bring it to the attention of their supervisor or one of the members of the diversity committee.
7. The Diversity and Inclusion Committee will review the Diversity in the Workplace policy in conjunction with the Human Resources Committee every two years, at minimum.

Approved:   
(Signature, Executive Director)Date: Dec. 17, 2020**Reference**

HR-2-10: Ethical Recruitment

HR-2-16: Workplace Accommodation

HR-10-20: Anti-Bullying

HS-1-60: Workplace Violence and Harassment

Accessibility for Ontarians with Disabilities Act (AODA)

Ontario Human Rights Code