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<b>Name:</b>	<b>EMPLOYMENT EQUITY AND DIVERSITY POLICY</b>
<b>Policy Number:</b>	<b>6-2023</b>
<b>Approving Authority:</b>	President
<b>Approved:</b>	2020-12-21
<b>Responsible Office:</b>	Human Resources
<b>Responsibility:</b>	Senior Director, Human Resources
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### **1 PREAMBLE**

1.1 At Saint Mary's University, equity and diversity are integral to excellence and enrich our community. Saint Mary's University recognizes the importance of correcting historic disadvantage in employment experienced by the four groups designated in the Employment Equity Act, Statutes of Canada 1995, c. 46, as amended (the "Employment Equity Act") (Indigenous/Aboriginal people, persons with disabilities, members of visible minority/racially visible groups, and women), as well as other designated groups recognized under the Nova Scotia Human Rights Act, R.S.N.S. 1989, c. 214, as amended (the "Human Rights Act").

### **2 PURPOSE**

2.1 The purpose of this policy is to document Saint Mary's University's commitment to employment equity and diversity and to define the accountabilities for Saint Mary's employment equity program.

### **3 JURISDICTION/SCOPE**

3.1 This Policy applies to all prospective and current employees of Saint Mary's University.

### **4 DEFINITIONS**

4.1 Terms used in this Policy have the following meaning:

<b>Aboriginal/Indigenous Persons</b>	persons who self-identify as First Nations (Status, non-Status) Métis or Inuit.
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<b>Accommodation</b>	the responsibility of employers, unions, service providers, etc., to adapt or adjust facilities, services or employment requirements to the needs of an individual or group protected by human rights legislation up to the point of undue hardship.
<b>Designated Groups</b>	groups identified in the Employment Equity Act as facing barriers to inclusion and participation in the workforce. The groups are women in under-represented occupations, Aboriginal/Indigenous peoples, persons with disabilities, members of racially-visible groups and such other groups as may be included in the definition of "designated groups" in the Employment Equity Act from time to time.
<b>Diversity</b>	encompasses all those differences that make us unique, including but not limited to race, colour, ethnicity, language, nationality, sexual orientation, religion, gender, socio-economic status, age, and physical and mental ability.
<b>Equity</b>	an application of fairness which incorporates justice in providing opportunities to all and which enables the disadvantaged to eventually attain equality. Equity considers the unequal access experienced by disadvantaged groups.
<b>Employment Equity</b>	involves a systematic effort to achieve fairness in employment. It is achieved when no person is denied employment opportunities or benefits for reasons unrelated to their abilities. Employment equity seeks to eliminate barriers to employment for designated groups. It also allows for differences between people to be respected and accommodated in accordance with human rights legislation.
<b>Employment Equity Occupational Groups</b>	groups established by the federal government used to classify jobs into broad occupational categories. Human Resources assigns EEOG codes to University jobs based on descriptions of the work, and the skills and knowledge required for the job.
<b>Employment Equity Plan</b>	a comprehensive strategy and action plan which includes long and short-term goals for achieving equity in employment.
<b>Equity-Deserving Groups</b>	includes the four designated groups in addition to other groups whose members experience exclusion, prejudice and discrimination based on any other grounds identified in the Human Rights Act.

<b>Federal Contractors Program (FCP)</b>	a program that requires provincial organizations with 100 or more employees and that receive \$1,000,000 or more in federal contracts to commit to implementing Employment Equity with regard to four designated groups: Aboriginal/Indigenous peoples, persons with disabilities, members of racially-visible groups and women in under-represented occupations.
<b>Gender Identity</b>	an internal sense of being male or female which can be partially or fully opposed to physical anatomy and gender roles assigned at birth.
<b>Gender Expression</b>	the external behaviours and characteristics (i.e., dress, mannerisms, social interactions, speech patterns, etc.) that a person displays through behavior, clothing, hairstyle, voice, and emphasizing, de-emphasizing or changing physical characteristics. One's gender expression may or may not visibly correspond to one's gender identity.
<b>Inclusion</b>	the practice or policy of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized; creating an environment where everyone feels welcomed, supported and valued.
<b>Members of Visible Minority/Racially Visible Groups</b>	are persons, other than Aboriginal/Indigenous persons, who self-identify as non-white in colour and non-Caucasian in racial origin, regardless of birthplace or citizenship.
<b>Persons with Disabilities</b>	<p>persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment AND</p> <p>A. Who consider themselves to be disadvantaged in employment by reasons of that impairment OR</p> <p>B. Who believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reasons of that impairment.</p> <p>This definition includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.</p>
<b>Sexual Orientation</b>	is a personal characteristic that forms part of who you are. It covers the range of human sexuality. Several common sexual

	orientations are lesbian, gay, bisexual, straight/heterosexual, asexual, pansexual, two spirit and queer.
<b>Special Measures</b>	are specific initiatives under employment equity to remove the effects of past and ongoing exclusions and/or discrimination. Examples include: outreach, targeted recruitment and cluster hiring.
<b>Systemic Barriers</b>	are policies, practices or procedures that result in some people receiving unequal access to opportunities and resources or being excluded.
<b>Under-Representation</b>	is having a notably lower percentage of designated group members in a particular occupational group than would reasonably be expected in comparison to their known availability based upon labour market availability (LMA) data.
<b>Woman</b>	persons who self-identify as woman, including cisgendered (a person whose gender identity matches the sex that they were assigned at birth) and trans male-to-female (MTF).

## 5 POLICY

5.1 Saint Mary's University recognizes the significance of historical and present inequities and their negative impact on certain groups of people, and the resulting disparities that create systemic barriers in both accessing and advancing employment.

5.2 Saint Mary's University recognizes that groups other than those designated by the Employment Equity Act may have been discriminated against in ways that may limit their active participation in the workforce.

5.3 Saint Mary's strives to achieve and maintain a representative workforce of women, persons with disabilities, Indigenous persons, racially visible/visible minority groups and other equity deserving groups, while recognizing individuals' intersecting identities.

5.4 Saint Mary's University will take a holistic approach to employment equity that considers recruitment, hiring, promotion and retention practices and procedures.

5.5 Saint Mary's University is committed to implementing employment equity special measures that enable all present and future employees to have a fair and equitable opportunity for employment and advancement. To that end, the University will:

- a) Establish an Employment Equity and Diversity Committee, co-chaired by the Vice President Academic and Research and the Vice President Finance and Administration, and comprised of members representative of the University community.
- b) Develop the Saint Mary's University's Employment Equity and Diversity Plan/Strategy with specific goals and measures to achieve a representative workforce.
- c) Develop and publish to the University community an Annual Report on Employment Equity and Diversity.

5.6 All members of the Saint Mary's University community have a role in the success of employment equity. More importantly, all individuals in positions of authority to make or influence employment decisions are responsible for ensuring that this Policy is communicated and consistently applied throughout their areas or responsibility.

Specifically,

- a) **President and Executive Management Team:** The President of Saint Mary's University has ultimate accountability for the Employment Equity and Diversity Policy. The President and all members of the Executive Management Team are responsible for fostering a culture of inclusion and diversity in keeping with Saint Mary's University values and equitable and inclusive practices. Executive Management Team members will ensure this policy is made publicly available, monitor results and present annual Employment Equity progress reports to the Board of Governors, Senate and the University community.
- b) **Senior Director, Human Resources:** The Employment Equity and Diversity Policy falls under the jurisdiction of the Senior Director, Human Resources, who is responsible for the overall implementation of this policy including ongoing management, monitoring, analysis, evaluation and reporting progress and compliance with employment equity goals and objectives.
- c) **Senior Management Group, Deans and Chairs:** share responsibility and accountability for the implementation and the overall achievement of employment equity results. They are expected to cultivate attitudes and behaviours that advance employment equity within their respective work areas, be accountable for reporting on the progress achieved, and commit to ongoing improvements by their respective departments in advancing this Policy and the Employment Equity Plan.
- d) **Human Resources:** works with the Equity, Diversity and Inclusion Advisor to integrate the principles of Employment Equity with its other human resources policies, procedures and practices to ensure all present and potential employees receive equitable treatment in matters related to employment. Human Resources also works with University leaders to ensure merit, fairness and equity are maintained in hiring practices.
- e) **Equity, Diversity and Inclusion Advisor/Equity Office:** is responsible for managing and monitoring the implementation of the University's Employment Equity and Diversity Policy and ensuring compliance with all legal requirements. They are also responsible to work:
  - i. in collaboration with University leaders to provide guidance, support and assistance in advancing this policy; and

- ii. with Human Resources to recommend and develop strategies for launching effective outreach strategies, recruitment, hiring, system reviews, barrier analysis, development of promotional tools and so on as they relate to the advancement of the Employment Equity and Diversity Policy.

**f) Employment Equity and Diversity Committee:** is responsible for working in consultation and collaboration with the Diversity and Inclusion Advisor, Human Resources to provide advice and input on strategic planning, implementation, monitoring and evaluation of the Saint Mary's University's Employment Equity Plan. It is also responsible for implementing employment equity special measures that enable all present and future employees to have a fair and equitable opportunity for employment and advancement.

**g) Employees:** Saint Mary's expects that everyone who works, studies, and visits its campus are treated with dignity and respect. To this end, all employees are required to behave in a welcoming and respectful manner in learning and work environments.

## 6 RELEVANT LEGISLATION

Employment Equity Act

Federal Contractors Program

Nova Scotia Human Rights Act

## 7 RELATED POLICIES, PROCEDURES AND DOCUMENTS

7.1 Policies and Documents:

- Policy on Conflict Resolution and the Prevention and Resolution of Harassment and Discrimination
- Employment Equity and Diversity Committee Terms of Reference (under development)

7.2 Procedures:

- Appendix A – Implementation Procedures

This document will be reviewed at least once every 5 years and revised as necessary. If you have questions, please contact the following:

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## APPENDIX A

### EMPLOYMENT EQUITY AND DIVERSITY POLICY – IMPLEMENTATION PROCEDURES

The following procedures and actions will be implemented by the University within one year of the adoption of the Employment Equity and Diversity Policy:

**1. Establishment of Employment Equity and Diversity Committee:** The Employment Equity and Diversity Committee will be created through a call for applications. At the first meeting of the Committee, it will adopt Terms of Reference for recommendation to the Executive Management Group. In addition to other matters, the Terms of Reference will stipulate that:

- The Committee will normally meet a minimum of four (4) times per year, generally twice in each of the fall and winter academic terms, or more frequently if required.
- The Committee will be co-chaired by the Vice-President Academic and Research and the Vice-President Finance and Administration.

**2. Collection and Analysis of Data:** The accountabilities of the Diversity and Inclusion Advisor will require the position to conduct a periodic workforce analysis exercise to determine the representation of designated group members within the Saint Mary's University workforce, identifying areas of under-representation at all levels. The results of this exercise will inform the future direction of the employment equity program.

**3. Development of Saint Mary's University's Employment Equity and Diversity Plan/Strategy:** The Diversity and Inclusion Advisor in consultation and collaboration with Human Resources and the Employment Equity and Diversity Committee will develop the Saint Mary's University's Employment Equity and Diversity Plan/Strategy with specific goals and measures to achieve a representative workforce. The plan will be presented to the Executive Management Group for approval.

**4. Monitoring and Reporting Progress:** The Diversity and Inclusion Advisor, in consultation and collaboration with Human Resources and the Employment Equity and Diversity Committee will develop mechanisms and adopt measures and procedures to monitor and evaluate the effectiveness of the University's plan, including the on-going collection and analysis of employee data collected above and the development of an annual report that will be submitted to the Executive Management Group and members of the SMU community.