

# Employment Equity Policy and Recruitment Statement

Complete Policy Title:

**Employment Equity Policy**

Policy Number (if applicable):

Approved by:

**President and Vice-Presidents**

Date of Most Recent Approval:

**May 2017**

Date of Original Approval(s):

**January 1994**

Supersedes/Amends Policy dated:

**January 1994**

Responsible Executive:

**Assistant Vice-President & Chief  
Human Resources Officer**

Enquiries:

**Human Resources Services**

***DISCLAIMER:*** *If there is a discrepancy between this electronic policy and the written copy held by the policy owner, the written copy prevails*

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## **MCMASTER'S COMMITMENT**

McMaster University is committed to building a diverse and inclusive community, where the rights of all individuals and groups are protected and all members feel safe, valued, empowered and respected for their contributions to the shared purposes of the University: research and education excellence. Inclusion occurs when systems and structures facilitate full participation by all community members and where members are treated equitably for their contributions. Employment Equity\* is a key part of our progress towards inclusivity in the employment relationship, and is an ongoing process that identifies, addresses and mitigates barriers in employment policies, practices and procedures.

## **PURPOSE AND SCOPE**

1. The purpose of this policy and corresponding Employment Equity program is to:
  - a) Confirm McMaster's commitment to Employment Equity and to identify, address and mitigate systemic discrimination in employment policies, practices and procedures;
  - b) Establish the responsibility, with respect to Employment Equity, of each person in a position to make or influence employment decisions at McMaster University;
  - c) Remedy the effects of any past discrimination through the development and implementation of Special Measures and Accommodation of differences; and,
  - d) Set attainable goals and timeframes to achieve a representative and engaged workforce that reflects the diversity of the local community and, understanding and mutual respect for

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\* Employment Equity and other capitalized terms are defined in Appendix A: Definitions.

the dignity and contributions of every person representative of the diversity of the local community.

2. This policy applies to:
  - McMaster University Employees.

## **PROGRAM**

3. The Employment Equity program attempts to:
  - Address and mitigate systemic discrimination by identifying and removing barriers in employment policies, practices and procedures;
  - Implement Special Measures and Accommodations to enable members of Designated Groups to compete on an equitable basis for employment opportunities;
  - Collect, analyze and report on workforce data to track progress in achieving representation of Designated Group members in the spirit of both the University's Employment Equity policy and the Federal Contractors Program;
  - Make efforts, where Designated Groups are under-represented, to achieve representation, including specific recommendations for action to be undertaken by senior administrators;
  - Provide employees with training in the meaning and application of Employment Equity;
  - Pursue other initiatives to address ongoing systemic and structural gaps as identified by the University Administration (for example, develop employment equity resources, guidelines for hiring).

## **ACCOUNTABILITY**

4. The President and Vice-Presidents are responsible for ensuring that employment policies, practices and procedures are consistent with the Employment Equity program, and for the overall achievement of Employment Equity in their respective divisions.
5. The Assistant Vice-President and Chief Human Resources Officer is responsible for managing and monitoring the University's Employment Equity program and for ensuring compliance with all legal requirements. The program will be developed in partnership with the Office of the Provost and the Equity and Inclusion Office, and in consultation with academic and administrative departments.
6. Human Resources Services will assist Senior Administrators, Department Chairs, managers, supervisors and all other persons involved in making employment decisions with the implementation of the Employment Equity program, including the evaluation of progress in meeting its goals.
7. McMaster University Employees are responsible for complying with this policy.

8. Individuals in positions of responsibility at the University and having the authority to make or have an impact on employment decisions are responsible for ensuring that this policy is consistently applied and communicated within the scope of their authority.

## **APPLICATION**

9. In compliance with the Ontario *Human Rights Code*, the Federal Contractors Program, the *Pay Equity Act*, the *Accessibility for Ontarians with Disabilities Act*, and in keeping with its own commitment to Employment Equity, McMaster University will make reasonable efforts to ensure that:
  - Employees and job applicants are treated equitably with respect to recruitment, retention, promotion and advancement;
  - Reasonable accommodation of individual needs is undertaken;
  - Salary and wage scales are based on the value of the work performed, and recruitment and selection processes are free from systemic discrimination.
10. The University will continue to undertake Special Measures (Appendix A), where necessary, to ensure that qualified job applicants from Designated Groups are included and are able to compete equitably in all employment opportunities.
11. Standard wording to be used in recruitment advertisements or job postings is provided in Appendix B.
12. The University will develop an Employment Equity framework, plan for achieving Employment Equity and will continue to monitor and refine this framework as warranted, in consultation with the Employee groups and equity-seeking groups, and in accordance with University policies, regulations and collective agreement provisions.

## **DATA COLLECTION, REPORTING AND PRIVACY**

13. Workforce data is gathered to understand the composition of our workforce, including the representation of Designated Groups, and to foster Employment Equity, in keeping with the University's commitment to Employment Equity and similar commitments by partners (for example, *the Federal Contractors Program*, and *the Canada Research Chairs Program Commitment to Equity*).
14. The information gathered is collected and analyzed under the authority of the *McMaster University Act, 1976* and the *Employment Equity Act, 1995*.

15. The University will take steps to protect personal information and handle such records in accordance with the McMaster University *Statement on Collection and Use of Personal Information and Protection of Privacy*, and the *Freedom of Information and Protection of Privacy Act*.

The University may publish statistics on the overall representation of Designated Groups, using anonymized data to produce aggregate reports.

## **SUPPORTS**

16. Any concern or question about the interpretation or application of this policy can be directed to a supervisor and/or Human Resources Services.
17. Employees reporting an alleged violation of rights protected by the Ontario *Human Rights Code*, *Accessibility for Ontarians with Disabilities Act*, or Employment Equity legislation can raise their concerns through the University's policy on *Policy on Discrimination and Harassment: Prevention and Response*, their relevant collective agreement, the Equity and Inclusion Office, Human Resources Services (Employee Labour Relations), the Faculty of Health Sciences Professionalism Office, or an external avenue for redress.

## **RELATED PROCEDURES AND DOCUMENTS**

18. This policy is to be read in conjunction with the following statutes, University policies and practices or collective agreement provisions. Any question of the application of this policy or related policies shall be determined by the Assistant Vice-President & Chief Human Resources Officer, and in conjunction with the administrator of the other policy or policies. The University reserves the right to amend or add to the University's policies and statements from time to time. This is not a comprehensive list.

- [Accessibility for Ontarians with Disabilities Act](#)
- [Accessibility Policy](#)
- [Policy on Discrimination and Harassment: Prevention and Response](#)
- [Federal Contractors Program](#)
- [Freedom of Information and Protection of Privacy Act](#)
- [McMaster University Act](#)
- [Ontario Human Rights Code](#)
- [Policy and Guidelines on Disability and the Duty to Accommodate by the Ontario Human Rights Commission](#)
- [Pay Equity Act](#)
- [Statement on Collection of Personal Information and Protection of Privacy](#)

## Appendix A: Definitions

19. **Accommodation** means making reasonable, individualized adjustments to employment policies, practices or procedures that unnecessarily hinder the progress of otherwise qualified Employees or job applicants on the basis of a prohibited ground of discrimination as set out in the *Ontario Human Rights Code*, such as disability, colour, ethnicity, creed, sex, gender identity, gender expression or as set out in the *Accessibility for Ontarians with Disabilities Act*. Accommodation measures may include, but are not limited to: enabling accessibility for persons with disabilities, scheduling to respect religious obligations, or permitting flexible work arrangements to meet family status obligations.
20. **Designated Groups** are groups of people who have historically faced, and continue to face, barriers in the labour market. The *Employment Equity Act* identifies these groups as:
- Women;
  - First Nations, Métis and Inuit Peoples;
  - Persons with Disabilities; and,
  - Visible Minorities
- In addition, McMaster University also recognizes Persons of the LGBTQ+ (Lesbian, Gay, Bisexual/Pansexual, Transgender, Queer, and other related identities) Community in Employment Equity strategies.
21. **Employees** are defined as both staff and faculty. Faculty are defined as those academic teaching staff and senior academic librarians who are members of the McMaster University Faculty Association (MUFA). Staff are defined as members of The Management Group (TMG), bargaining units, temporary/casual, and non-teaching staff.
22. **Employment Equity** is defined as an ongoing process that identifies, addresses and mitigates barriers in employment procedures and policies, and that:
- Recognizes the worth and dignity of each individual;
  - Pursues equity of opportunity; and,
  - Strives for a qualified workforce that represents the diversity of the community.
23. **Special Measures** are specific initiatives to address the effects of past discrimination. Some can be long-term and of benefit to everyone, such as developing objective and transparent job-related criteria for selection, or more flexible working arrangements. Others might be considered remedial and are short-term, designed specifically to allow disadvantaged groups to achieve equity in employment representation. For example, the latter may include outreach and consultation with experts, representatives of Designated Groups or special training programs during the recruitment process.

## **Appendix B**

### **Employment Equity Recruitment Statement**

All postings are expected to contain the following standard wording which outlines McMaster's commitment to Employment Equity, as follows:

McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and, within the lands protected by the "Dish With One Spoon" wampum agreement.

In keeping with its Statement on Building an Inclusive Community with a Shared Purpose, McMaster University strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity. The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. The University seeks qualified candidates who share our commitment to equity, diversity and inclusion. While all qualified candidates are invited to apply, we particularly welcome applications from women, persons with disabilities, First Nations, Métis and Inuit peoples, members of visible minorities, and LGBTQ+ persons.

Job applicants requiring accommodation to participate in the hiring process should contact the Human Resources Service Centre at 905-525-9140 ext. 222-HR (22247) or the Faculty of Health Sciences Human Resources office at ext. 22207 to communicate accommodation needs.

### **Brief Diversity Survey Statement**

As part of the application process, you are invited to complete a brief diversity survey. The survey is voluntary. All information collected is confidential and will not be shared with the hiring manager. The results of the survey are for institutional planning purposes, and support our efforts to promote diversity, equity, and inclusion.