

Policies, Procedures and Guidelines

Complete Policy Title

Employment Equity Policy

Policy Number (if applicable):

Approved by

President and Vice-Presidents

Date of Most Recent Approval

November 2023

Date of Original Approval(s)

January 1994

Supersedes/Amends Policy dated

- May 2017
- January 1994

Responsible Executive

Associate Vice-President & Chief Human Resources Officer (CHRO)

Policy Specific Enquiries

[Human Resources Services](#)

General Policy Enquiries

[Policy \(University Secretariat\)](#)

DISCLAIMER:

If there is a discrepancy between this electronic policy and the approved copy held by the University Secretariat, the approved copy prevails.

FORMAT:

If you require this document in an accessible format, please email policy@mcmaster.ca.

MCMASTER'S COMMITMENT

1. McMaster University is committed to building a diverse and inclusive community in which every community member is accepted as a whole person worthy of belonging, is safe, valued, and respected for their contributions to the shared purpose of the University: the discovery, communication, and preservation of knowledge.

Inclusion and belonging occur when systems and structures protect the safety and rights of all individuals and groups, facilitate full participation in the community, and ensure equitable opportunities to learn, grow, and contribute. Employment Equity is integral in advancing inclusive excellence and measuring our progress toward inclusion in the employment relationship. It is a dynamic process that identifies, addresses, and mitigates barriers in employment policies, practices, systems and procedures.

PURPOSE AND SCOPE

2. The purpose of this Policy and the corresponding Employment Equity program is to:
 - a) confirm the University's commitment to Employment Equity and to identify, address and mitigate systemic discrimination in employment policies, practices and procedures;
 - b) clarify the responsibility of individuals who have the authority to make or impact employment decisions at the University;
 - c) remedy the effects of any past discrimination through the development and implementation of [Special Measures](#) and [Accommodation](#) of differences;
 - d) establish realistic objectives and deadlines for creating a workforce that is representative and engaged, mirroring the diversity of the labour market within the local community;
 - e) promote appreciation, dignity, and mutual respect for the individual value and contributions of all members of the workforce; and
 - f) foster a climate of equity, inclusion and belonging in the organization.
3. This Policy applies to all University [Employees](#).

PROGRAM

4. **Employment Equity** is a dynamic and iterative process that, through the collection and analysis of data, identifies, addresses and mitigates barriers in employment systems, procedures and policies and that:
 - a) fundamentally recognizes every individual as a whole person worthy of belonging;
 - b) pursues equity of opportunity; and,
 - c) strives for the full and active participation of the best and brightest workforce representative of the diversity in the labour market.

5. The Purpose of the Employment Equity program is to:
 - a) 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 [Workplace Equity Program](#);
 - b) Make efforts, where Designated Groups are under-represented, to achieve representation, including specific recommendations for action to be undertaken by senior administrators;
 - c) Address and mitigate systemic discrimination by identifying and removing barriers in employment policies, systems, practices and procedures;
 - d) Implement Special Measures and Accommodations to enable members of Designated Groups to compete on an equitable basis for employment opportunities;
 - e) Provide employees with training in the meaning and application of Employment Equity; and
 - f) 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

6. 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.
7. The Associate Vice-President and Chief Human Resources Officer shall manage and monitor the Employment Equity program and ensure compliance with all legal requirements. The program is developed in partnership with the Office of the Provost and the Equity and Inclusion Office and in consultation with academic and administrative departments.
8. Human Resources Services will assist senior administrators, department Chairs, managers, supervisors and all other persons involved in employment decisions in implementing the Employment Equity program, including measuring progress toward achieving its objectives.
9. Employees are responsible for complying with this Policy and are encouraged to proactively report potential barriers to Employment Equity by contacting the Employment Equity team in Human Resources Services at hr.empequity@mcmaster.ca.
10. Leaders with authority to influence employment decisions are responsible for ensuring that this Policy is consistently applied and communicated within the scope of their authority.

APPLICATION

11. In compliance with the [Ontario Human Rights Code](#), the [Pay Equity Act](#), the [Employment Standards Act](#), and the [Accessibility for Ontarians with Disabilities Act](#), and in keeping with the spirit of the [Workplace](#)

[Equity Program](#) and its institutional commitment to Employment Equity, the University will make reasonable efforts to ensure that:

- a) employees and job applicants are treated equitably concerning recruitment, retention, compensation, and advancement;
 - b) reasonable accommodation of individual needs is undertaken;
 - c) salary ranges and wage scales are based on the value of the work performed; and
 - d) all employment processes are free from systemic discrimination.
12. The University will continue undertaking Special Measures, where necessary, to ensure that qualified job applicants from Designated Groups are included and can compete equitably in all employment opportunities.
 13. The standard *Employment Equity Statement* (provided in [Appendix B](#)) must be included in all employment recruitment advertisements or job postings.
 14. The University will continue to monitor and refine the [Employment Equity Framework](#) and plan for achieving Employment Equity in consultation with the Employment Equity Committee, the [Employment Equity Facilitator](#) Community of Practice, Employee groups, Employee Resource Groups, and key partner offices, and in accordance with University policies, regulations and collective agreement provisions.

DATA COLLECTION, REPORTING, AND PRIVACY

15. 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 (e.g., the *Canada Research Chairs Program Commitment to Equity*).
16. The information gathered is collected and analyzed under the authority of the [McMaster University Act](#), 1976 and the [Employment Equity Act](#), 1995.
17. The University takes careful steps to protect personal information and handle such records in accordance with the *McMaster University Notice of Collection, Use and Disclosure Statement* and the [Freedom of Information and Protection of Privacy Act](#).
18. The University may publish statistics on the overall representation of Designated Groups, using confidential data to produce anonymized aggregate reports, unless otherwise stated.

SUPPORTS

19. Any concern or question about the interpretation or application of this policy can be directed to Human Resources Services.

20. 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 *Discrimination and Harassment Policy* or an external avenue for redress.

RELATED PROCEDURES AND DOCUMENTS

21. This policy is to be read in conjunction with the following statutes, University policies and practices or collective agreement provisions. Any question about 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](#)
- [Discrimination and Harassment Policy](#)
- [Workplace Equity 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](#)
- [McMaster University Notice of Collection, Use and Disclosure Statement](#)
- [Employment Standards Act](#)

APPENDIX A: DEFINITIONS

1. **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.
2. **Designated Groups** are people who have historically faced, and continue to face, barriers in the labour market. The [Employment Equity Act](#) identifies these groups as First Nations, Métis and Inuit Peoples; Racialized Persons; Persons with Disabilities; and Women. In addition, McMaster University also recognizes Persons of the 2SLGBTQIA+ (Two-Spirit, Lesbian, Gay, Bisexual, Pansexual, Transgender, Queer, Intersex, Asexual, and other related identities) Community in Employment Equity strategies.
3. **Employees** are defined as both faculty and staff (including interim and student employees). Faculty are defined as those academic teaching staff, clinical faculty, and senior academic librarians who are members of the “teaching staff”. Teaching staff as defined in the McMaster University Act means the employees of the University or of a college affiliated with the University who hold the academic rank of professor, associate professor, assistant professor or lecturer. Staff are defined as members of The Management Group (TMG), bargaining units, temporary/casual, and non-teaching staff.
4. **Special Measures** are specific initiatives to address the effects of past discrimination. Some can be long-term and beneficial 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 under-represented or under-served 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 STATEMENT

1. All job postings are expected to contain the following statement to acknowledge 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.

The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. 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 deep commitment to employment equity, inclusion and belonging. The University seeks qualified candidates who share our commitment to equity, diversity, inclusion and belonging, who will contribute to the diversification of ideas and perspectives, and especially welcomes applications from First Nations, Métis and Inuit peoples, racialized persons, persons with disabilities, women, and persons who identify as 2SLGBTQIA+.

Job applicants requiring accommodation to participate in the hiring process should contact the Hiring Manager or designated individual specified on the job posting. Alternately, Job applicants may also contact:

- [Human Resources Service Centre](#) at 905-525-9140 ext. 222-HR (22247), or
- [Faculty of Health Sciences Human Resources Office](#) at ext. 22207, or
- [School of Graduate Studies](#) at ext. 23679

to communicate accommodation needs.

Applicant Diversity Survey Statement

As part of McMaster's commitment, all applicants are invited to complete a confidential Applicant Diversity Survey through the online application submission process. The survey questionnaire requests voluntary self-identification in relation to equity-deserving groups that have historically faced and continue to face barriers in employment. Please refer to the [Applicant Diversity Survey - Statement of Collection](#) for additional information.

Additional Information

Learn More about McMaster's [Employment Equity Program](#).