

EQUITY, DIVERSITY, AND INCLUSION IN THE WORKPLACE POLICY

Intent

The Alma Mater Society is dedicated to promoting diversity, equity, inclusion, and indigeneity in the workplace by providing an atmosphere free from barriers where no one is denied opportunities from reasons unrelated to their abilities. We celebrate and welcome the diversity of all employees, stakeholders, and external personnel. This policy has been adopted to foster an environment that respects people's dignity, ideas, and beliefs. We demonstrate our commitment to this by providing a supportive work environment and a culture that welcomes and encourages equal opportunities for all employees. The AMS will comply with all applicable legislation in pursuit of these endeavours.

Terminology

The term "discrimination" means treating people inequitably or making a distinction based on legally protected grounds that results in a burden, obligation, or disadvantage that is not imposed on others or which limits access to opportunities, benefits, and advantages available to other members of society.

The term "microaggressions" means everyday slights, insults, or insensitive actions that may be intentionally or unintentionally offensive and are directed at people who belong to marginalized groups.

The term "protected grounds" means the characteristics that an employer must not use as reasons to discriminate against an individual or group under human rights legislation. Sometimes called prohibited grounds, these often include race, colour, creed, ethnic or national origin, religion, sex, gender identity, gender expression, sexual orientation, family status, marital status, age, and disability.

The term "unconscious bias" means the inclinations or assumptions that we all have that operate without our awareness and can include stereotypes and prejudices towards certain individuals or groups.

Scope

This policy applies to all AMS waged and salaried employee positions, held by students of Queen's University.

Policy

1. Guidelines

1. The AMS is committed to observing and following relevant human rights, equity, and privacy legislation to prevent discrimination based on any protected grounds.
2. Employees will not be negatively impacted by any actions or decisions related to hiring, compensation, promotion, benefits, job assignments, or company-sponsored programs or events due to a protected ground that they may have.
3. The AMS will ensure that accommodations are made for individuals who require them. Individuals are encouraged to let AMS management know of any required accommodations as per the Accommodation Policy.

2. Cultural Competence

1. All employees and stakeholders of the AMS must respect the differences of others and treat everyone with dignity.
2. The AMS will strive to build a culturally competent workforce by providing training about equity, diversity, and inclusion, encouraging positive attitudes towards cultural differences, raising awareness of unconscious biases and the harmful effects of prejudice, discrimination, and microaggressions, and working to eliminate such aggressions in the workplace.

3. Training

1. The AMS may use various training initiatives to foster cultural competencies.
2. Every employee and manager, including permanent staff will receive training around diversity, equity, and inclusion as part of their onboarding.
3. All training will be provided on Citation Canada.

4. Recruitment

1. The AMS is dedicated to recruiting and retaining a qualified workforce. By valuing a diverse workforce, the AMS is committed to hiring practices that are fair and equitable.

- a. Please see the Hiring and Appointment Policy for more details regarding recruitment.

5. Succession Planning

1. The AMS is committed to developing and promoting staff fairly and equitably.
2. Development opportunities will be offered equitably among employees as they become available and when reasonably possible.
3. Personnel decisions will be made based on the qualifications and performance of employees and upon successful completion of the internal application process.
4. A protected ground will not be used against an individual in consideration for a promotion.

6. Complaint Process

1. If an employee feels that this policy has been breached, they may file a written complaint with the Human Resources Office.
2. Attempts should be made to reach a resolution on an individual level or with the employee's direct manager before filing a formal complaint; however, if the employee does not feel comfortable approaching the individual or their manager about the matter, they may contact the Human Resources Officer directly.
3. The complaint will be reviewed, and every effort will be made to keep the details of the complaint confidential with the exception of the stakeholders who would need to know the details of the complaint in order to come to a resolution.
4. Occurrences of violence or harassment should be reported in accordance with the Harassment, Discrimination, and Violence Policy.
5. In the event there is a conflict of interest regarding the aforementioned, staff should reach out to the General Manager or the Executive.

Monitoring

Monitoring for compliance with this policy will be carried out by the Human Resources Office.

Responsibility and/or contact person	Human Resource Office
Approved by	Board of Directors
Date initially approved	August 28, 2022
Date last revised	August 28, 2022
Date of next review	Every two years, or when significant change dictates a need for revision.
Related policies, procedures, and guidelines	Standards of Performance, Harassment, Discrimination, and Violence Policy, Hiring and Appointment Policy, Accommodation Policy
Policies superseded by this policy	N/A