Policy

EMPLOYMENT EQUITY POLICY	**Number:** HR 1 **Classification:** Human Resources **Approving Authority:** Board of Governors **Designated Executive Officer:** President **Effective Date:** **Supersedes:** N/A **Date of Last Review/Revision:** **Mandated Review Date:**

Associated Procedures: [Insert the number and title of the policy's corresponding procedures].

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1.0 BACKGROUND

The University of Northern British Columbia (UNBC) is committed to equity in employment and equally committed to appointing the best-qualified candidates for all positions. UNBC strives to achieve an equitable, diverse, and inclusive community of senior administrators and employees. The University seeks to be a leader in equity, diversity, and inclusion in recruitment and selection.

By adopting current EDI principles and practices into its search process, the University hopes to achieve diversity in the workplace. Doing so will contribute to the University's mission, achieve equality in the workplace, correct employment disadvantages experienced by equity deserving groups and persons historically underrepresented at the University, and advance excellence, innovation, creativity and engagement with stakeholders and communities.

Employment equity is a collective responsibility that fosters inclusion and diversity by building and maintaining a diverse workforce, which enriches the teaching, learning, and research environment of the University.

The University actively encourages the recruitment of equity deserving groups and persons historically under-represented at the University, including women, Indigenous persons, members of visible minority groups, persons with disabilities, and persons who identify with under-represented sexual orientations, gender identity, or expression, and the intersectionality of such characteristics. Achieving the University's goals of an equitable, diverse, inclusive, and highly qualified workforce requires the conscious adoption of principles and practices in its recruitment processes, including its processes related to the composition of selection and review committees. These principles and practices are designed to ensure that access to the University's employment opportunities are equitable and inclusive by removing employment-related barriers, particularly those based on protected grounds. This requires periodic assessment of demographic, intellectual, and other aspects of diversity when contemplating a search. Committees must consider any diversity-related issues that exist with respect to the relevant employee group and must consider what steps it may reasonably take to address those issues.

Accountability for these considerations and subsequent steps lies first with the committee and its chair. It is the responsibility of the entire University Community to apply principles of equity, diversity, and inclusion with respect to employment.

2.0 PURPOSE

The purpose of the policy is to ensure contemporary Inclusive Excellence in the conduct of all selection processes at UNBC.

3.0 PRINCIPLES

Recruitment Principles:

- Equity
- Diversity
- Inclusion
- Fairness
- Clear job requirements
- Qualifications clearly linked to successful performance

4.0 SCOPE

4.1   This policy applies to

4.1.1 all employment systems and practices;

4.1.2 all UNBC employees and all selection processes; and

4.1.3 all hiring, retention, promotion, leadership and training processes at the University.

4.2   This policy does not modify or supersede the terms of any collective agreement binding upon the University. This policy shall be read and interpreted in harmony with the terms of any such collective agreement.

5.0 DEFINITIONS

5.1   **Diversity:** Differences in the lived experiences and perspectives of people that may include race, ethnicity, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical disability, mental disability, sex, gender identity or expression, sexual orientation, age, class, and/or socio-economic situations.

5.2 **Employment Equity:** the use of hiring policies that encourage fair representation of equity deserving groups by elimination of barriers in the workplace that may prevent the full participation of all employees and applicants.

5.3 **Equity**: A fair, impartial, even-handed, and distinct process of recognizing differences within groups of individuals, and using this understanding to achieve substantive equality in all aspects of a person's life. Please see the Government of Canada's Building a Foundation for Change: Canada's Anti-Racism Strategy for other words that matter when it comes to promoting inclusion and eliminating discrimination.

5.2 **Equity Deserving Groups**: People who experience significant barriers in participating in society and workplace. This could include environmental barriers based on ethnicity, disability, gender, race, sexual orientation and transgender status, etc.

5.3 **Inclusion**: Inclusion is an active, intentional, and continuous process to address inequities in power and privilege, and build a respectful and diverse community that ensures welcoming spaces and opportunities to flourish for all.

5.4 **Intersectionality:** Acknowledges the ways in which people's lives are shaped by their multiple and overlapping identities and social locations, which, together, can produce a unique and distinct experience for that individual or group (E.g. creating additional barriers or advantages or discrimination). People have a tendency to look at these dimensions separately when in fact we all have many aspects of ourselves that often result in a complex mix of privilege and disadvantage.

6.0 POLICY

6.1 General Principles

6.1.1 Each recruitment provides an opportunity for the University to move towards a more equitable, diverse, and inclusive community of highly qualified employees.

6.1.2 Each committee reviews current EDI best practices to be provided by the Committee Chair.

6.1.3 EDI training is expected annually for committee and prospective members - each committee member will report on other training completed by all members of the committee.

6.1.4   The chair or committee may request additional information or training for the committee at the outset of their process at their discretion with advice from the AVP EDI

6.1.5   Job postings must describe the required qualifications in an objective, equitable, and inclusive way, relating the preparation of the individual to the goals of the position. Job postings must be developed for each hire ensuring that competencies and qualifications are relevant to the position and do not pose unnecessary barriers to application.

6.1.6   Equity, diversity, and inclusion considerations should be factored into the choice of selection committee members as well as long- and short-listed candidates.

6.1.7   Each selection process reviews the needs of the unit with respect to the core activities and relevant skills and competencies required.

6.1.8   Each unit head reviews the existing staffing complement with respect to diversity to identify gaps, particularly in the four federally protected groups: women, visible minorities, Indigenous persons, persons with disabilities;

6.1.9   The selection process should be considerate of best practices in inclusivity, and look for and eliminate barriers to participation by candidates as well as committee members, including access to materials, appropriate timelines, inclusive scheduling, and physical accessibility.

6.1.10 Recruitment and assessment processes must be structured to promote equitable assessment of all candidates. They should reflect the commitment to removing employment-related barriers, especially to those historically under-represented in the University. The assessment of candidates must adhere to the requirements set out in the job description.

6.1.11 Where candidates are determined to be similarly qualified for a position, the final hiring decision should favour the selection of person(s) historically under-represented in the University, especially in the discipline, field, or employment category. This must be done in consideration of the provisions of the collective agreement(s).

6.1.12 Senior Administrators are responsible for ensuring that recruitment and decision-making processes within their areas of accountability are equitable, and appropriately documented, and communicated.

6.2   Candidature

6.2.1 All eligible and qualified individuals may apply for an employment position at the University, including employees, alumni, and students. The University actively encourages persons historically under-represented to apply and seeks means of reaching out to such persons.

6.2.2 Foreign nationals may apply for employment positions. The appointment of a foreign national to a position is subject to applicable federal and provincial laws and legislation.

6.2.3 The employment of children is subject to applicable provincial laws and legislation.

6.2.4 The University's Conflict of Interest and Conflict of Commitment Policies apply to the recruitment, selection, and employment of persons in the University. Family members or those in other close personal relationships may apply, and receive full consideration, for employment but the related individual may not be included in the recruitment process or hiring decision.

7.0 REPORTING

7.1 Each committee shall document and report to the director, dean, Vice-President, President or Board of Governors (as might be appropriate), to the extent it is able based on available data, the steps taken to ensure a diverse pool of candidates up to the finally selected candidate

7.2 Each committee shall report to the director, dean, Vice-President, President, or Board of Governors (as might be appropriate) key EDI characteristics of the candidate pool at all stages of the process where data is available.

8.0 AUTHORITIES AND OFFICERS

The authorities and officers for this policy are as follows:

Approving Authority: Board of Governors
Designated Executive Officer: President
Procedural Authority: President
Procedural Officer: President

9.0 RELEVANT LEGISLATION

9.1 BC Government's Diversity and Inclusion Strategy for the BC Public Service

9.2 *BC Human Rights Code*

9.3 British Columbia Human Rights Tribunal

9.4 Work BC Workplace Rights

10.0 RELATED POLICIES AND OTHER ASSOCIATED DOCUMENTS

10.1 Intentional Diversity Hiring Policy

10.2 Selection and Review of Academic Vice-Presidents and Senior Academic Administrators Procedures

10.3 Selection Procedures for Associate Vice-President Medicine at UNBC and Assistant Dean of Medicine at UBC

10.4 Selection Procedures for the Search Committee for the President and Vice-Chancellor

10.5 Selection Procedures for the Vice-President Administration and Finance

10.6 Selection Procedures for Vice-President External Relations