



MUNICIPALITY OF THE COUNTY OF KINGS

Equal Opportunity Employer Policy

Creation Date: May 15, 2012

Approval Date: June 5, 2012

Revision Date:

Policy Category: Human Resources

Next Review Date: May 15, 2014

Replaces: HR Policy 2.001

1. Purpose:

It is the policy of the Municipality of Kings to ensure a commitment to the principle of equal access to employment, remuneration, promotion, and training based on job-related factors such as performance, knowledge, ability, and experience.

2. Objective:

2.1 Objectives of this policy are to:

- a. ensure that Municipal staffing process and human resource management practices are applied in a fair and consistent manner to all employees and to all applicants seeking employment with the Municipality.
- b. provide a policy through which employees and applicants can address incidents of alleged infringement to the Equal Opportunity Employment Policy.

3. Definitions:

Discrimination: can be direct or indirect; can target one person or a group of people; and includes discrimination on the basis of race, colour, ancestry, religion, creed, ethnic, national or aboriginal origin, gender, age, physical or mental disability, sexual orientation, marital status, family status, source of income, irrational fear of contracting disease, political belief, affiliation or activity, association with those having characteristics listed above, and any other described discrimination as contained in the Human Rights Act of the Province of Nova Scotia.

4. Responsibilities:

4.1 Council will:

- a. ensure that the Municipality of the County of Kings has in place a comprehensive Equal Opportunity Employment Policy.
- b. review, amend, and adopt changes to the Equal Opportunity Employment Policy.

4.2 The Chief Administrative Officer will:

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- a. administer and implement the Equal Opportunity Employment Policy of the Municipality.
- b. identify necessary revisions to the Equal Opportunity Employment Policy in consultation with Council and managerial staff.
- c. approve a process for the investigation and resolution of complaints concerned with violations of the Equal Opportunity Employment Policy.

4.3 Service Area Managers will:

- a. ensure that service area staff are advised of the Equal Opportunity Employment Policy as located in the Policy Manual.

4.4 Managers, supervisory personnel, and employees will:

- a. be familiar with, and act in accordance with, the Municipality of the County of King's commitment to its Equal Opportunity Employment Policy.

5. General Provisions

5.1 Grievances:

- a. Any employee of the Municipality of the County of Kings who feels he/she has received unfair treatment based on discrimination can register a complaint, in writing, with his/her supervisor or, if this is not appropriate, with another supervisor, manager, or with the Chief Administrative Officer. **Unionized employees** are to follow the grievance process outlined in the collective agreement.
- b. An individual who has made application for a position of employment with the Municipality of the County of Kings, and believes to have received unfair treatment based on discrimination, can register a complaint, in writing, with the Chief Administrative Officer of the Municipality of the County of Kings.
- c. Complaints will be handled in accordance with a formal process approved by the Municipality of the County of Kings (see Workplace Harassment - Discrimination Policy HR-06-005). **Unionized employees** are to follow the grievance process outlined in the collective agreement.
- d. Any individual who feels to have received unfair treatment based on discrimination, has the right to contact the Nova Scotia Human Rights Commission or the appropriate provincial organization which reviews and investigates complaints of discrimination.

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6. Related Policies, Procedures and Legislation

- Workplace Harassment/ Discrimination Policy HR-06-005
- Collective agreement between CUPE Local 2618 and the Municipality of the County of Kings

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