



MUNICIPALITY OF THE COUNTY OF KINGS

Diversity Management Policy

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Approval Date: October 6, 2015
Revision Date:

Policy Category: Human Resources
Next Review Date: October 6, 2018
Replaces:

1. Purpose:

The Municipality of Kings is committed to the principle of equity in employment, remuneration, promotion, and training of its staff. The citizens of the County of Kings are best served by a public service that reflects the diversity of the community which it serves. This will be achieved through processes that remove barriers and monitor outcomes.

2. Principles:

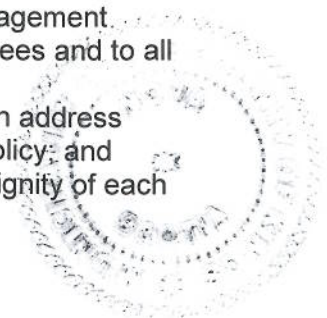
The Principles of the Diversity Management Policy are to:

- 2.1 Maintain a welcoming and favourable work environment for all individuals;
- 2.2 Remove workplace barriers that negatively affect individuals or groups;
- 2.3 Educate all individuals on the values, elements, and application of this policy;
- 2.4 Support the creation of an equitable and diverse workforce;
- 2.5 Provide community leadership as a progressive and equitable employer; and
- 2.6 Commit to the goals of the Action Plan for Ending Racism and Discrimination in the Municipality of the County of Kings.

3. Commitment:

The Municipality of the County of Kings is committed to the following objectives:

- 3.1 Hiring and promoting on the basis of merit and potential;
- 3.2 Representing the community in which we serve through diverse hiring practices;
- 3.3 Implementing Proactive Equity Plan as outlined under Section 5 (Proactive Equity Plan) of this policy;
- 3.4 Developing mechanisms for measuring and monitoring outcomes and results;
- 3.5 Reporting results publicly through an annual report;
- 3.6 Ensuring Municipal staffing processes and human resource management practices are applied in a fair and equitable manner to all employees and to all applicants seeking employment with the Municipality;
- 3.7 Providing a process through which employees and applicants can address incidents of alleged infringement to the Diversity Management Policy; and
- 3.8 Creating a climate of understanding and mutual respect for the dignity of each individual.





MUNICIPALITY OF THE COUNTY OF KINGS

Diversity Management Policy

4. Definitions:

Accommodation - Any adjustment in the terms and conditions of employment or the physical environment which may be required as a result of an employee's medical or physical documented disability, whether permanent or temporary. Accommodations shall be provided to the point of undue hardship to the Employer.

Action Plan - In February of 2008 the Council of the Municipality of the County of Kings formally approved a Declaration to join the Canadian Coalition of Municipalities against Racism and Discrimination (CCMARD) - part of a larger United Nations Educational, Scientific, and Cultural Organization (UNESCO) initiative. As part of the UNESCO commitment, the Municipality contracted Horizons Community Development Associates Inc to facilitate a community-based process to develop the *Action Plan for Ending Racism and Discrimination in the Municipality in the County of Kings* (<http://goo.gl/D3412I>), which was unanimously approved by Council in October 2012. The *Action Plan* identifies four strategic goal areas, and includes objectives, actions, measures, responsibility, potential partners, resources, and timeframes for achieving the strategic goals.

Barriers for the purpose of employment equity, are defined as formal or informal policies or practices (written or unwritten) that disproportionately restrict or exclude individuals based on factors unrelated to the nature of work, merit, or safety. Barriers can be obvious and direct, or they can be imbedded in systems and may seem neutral on their face but have negative impacts on a particular group.

Discrimination - A denial of rights or differential treatment of an individual or group based on a certain characteristic such as their age, race, colour, religion, creed, sex, sexual orientation, gender identity, gender expression, physical disability or mental disability, an irrational fear of contracting an illness or disease, ethnic, national or aboriginal origin, family status, marital status, source of income, political belief, or 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 with exception of those listed under Section 6 of the Act.

Diversity refers to a broad range of attributes. Some aspects of diversity can be seen while others may be invisible. Elements of diversity include race or ethnicity, religion, culture or newcomer status, geography, language, politics, gender, beliefs, sexual orientation, economic status, abilities, skills and interests. A diverse workplace is one that reflects our communities.

Equity means treating everyone with fairness, taking into account people's differences. Sometimes Employment Equity means treating people equally despite their differences.



MUNICIPALITY OF THE COUNTY OF KINGS

Diversity Management Policy

Sometimes it means treating them as equals by accommodating their differences. Employment Equity is about proactively eliminating barriers faced by certain groups in society. When we treat individuals and communities *equally* we ignore differences and imbue everyone with common characteristics, needs and desires. However, when we treat individuals and communities *equitably* we recognize, value, and respect difference and the effects on social interaction and experience that may result.

Race Relations and Anti-Discrimination Committee (RRADC) is a Municipal Committee. Its purposes are to:

- Determine and educate the public about where and how racism, discrimination and exclusion are manifest in the Municipality of the County of Kings.
- Recommend policies, programs and practices designed to eliminate racism, discrimination and exclusion, to monitor the effects of recommendations and to report on changes.
- Guide the implementation of *Action Plan*.
- Directly undertake relevant activities described in the *Action Plan*.
- Address broad issues of diversity and inclusion.

Targeted Groups – are defined under Canadian law by the Employment Equity Act as the four designated groups: women, people with disabilities, Aboriginal peoples, and visible minorities.

Non Targeted Groups – are defined as members not included in the four designated groups, who are properly represented. Examples of non targeted groups are men, white people and middle/owning class and upper-class.

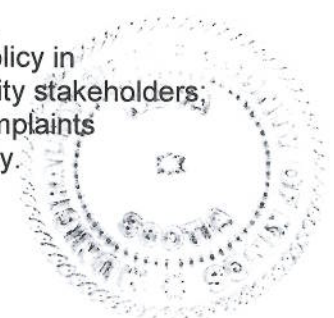
5. Responsibilities:

5.1 Council will:

- a. ensure that the Municipality of the County of Kings has in place a comprehensive Diversity Management Policy;
- b. review, amend, and adopt changes to the Diversity Management Policy.

5.2 The **Chief Administrative Officer** will:

- a. administer and implement the Diversity Management Policy.
- b. identify necessary revisions to the Diversity Management Policy in collaboration with employees, unions, RRADC and community stakeholders;
- c. approve a process for the investigation and resolution of complaints concerned with violations of the Diversity Management Policy.





MUNICIPALITY OF THE COUNTY OF KINGS

Diversity Management Policy

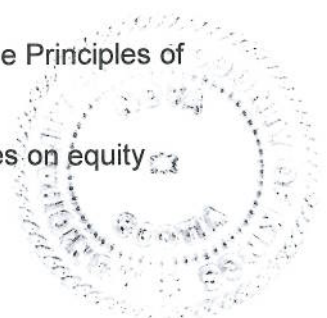
- 5.3 **Senior Managers** will:
- ensure that service area staff is advised of the Diversity Management Policy as located in the Policy Manual.
- 5.4 **Managers, Supervisory Personnel and Employees** will:
- be familiar with, and act in accordance with, the Diversity Management Policy.

Full equity will be achieved through the combined efforts of the Municipality of the County of Kings, its employees, employee associations, its unions, and the community.

6. Proactive Equity Plan:

The Proactive Equity Plan of the Municipality of the County of Kings will consist of the following:

- Provide equitable opportunities to all individuals, and identify and remove artificial and systemic barriers to full employment with respect to an employees' or potential employees' characteristics, including but not limited to age, race, colour, religion, creed, sex, sexual orientation, gender identity, gender expression, physical disability or mental disability, an irrational fear of contracting an illness or disease, ethnic, national or aboriginal origin, family status, marital status, source of income, political belief, or affiliation or activity, or 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;
- Provide a process through which employees and applicants can address incidents of alleged infringement to the Diversity Management Policy;
- Educate and inform Council and employees on equity principles;
- Develop strategies, agreements, and special initiatives to promote equity in the workplace by working with its employees, union, the RRADC, and community organizations;
- Include a process for vendors and sub-contractors to commit to the Principles of the Diversity Management Policy;
- Review and amend existing policies and develop additional policies on equity issues as required;





MUNICIPALITY OF THE COUNTY OF KINGS

Diversity Management Policy

- 6.7 Incorporate diversity management competencies into the performance review process for employees;
- 6.8 Develop and implement processes to ensure both targeted and non-targeted job postings reach all groups within the community;
 - a. drawing on data from the annual employee survey and from County-level workforce availability data, the County will create benchmarks for diversity among its employees. The CAO will ultimately determine when this would occur based on data analysis.
 - b. applicants for all positions will have an opportunity to self-identify as members of targeted groups. At its discretion, the County will create a pool of applicants from targeted groups, with whom the County can communicate when a targeted position becomes available.
- 6.9 Participate in opportunities to exchange information with other municipal, provincial and federal governments and with community agencies; and
- 6.10 Establish and participate in a collaborative process to develop and implement goals specific to equity principles, and tools for targeting under-represented groups. Progress on the achievement of results will be measured and reported to council and the public.

7 Information Requirements:

- 7.1 Voluntary employment equity surveys (online and paper) conducted at a minimum once every two years;
- 7.2 Labour force availability data for targeted groups in Kings County; and
- 7.3 Administrative metrics collected by the Human Resources Specialist.

Related Policies, Procedures and Legislation:

- Workplace Harassment / Discrimination Policy HR-06-005
- Equal Opportunity Employer Policy HR-06-001
- Employee Conduct Policy HR-06-003
- Sexual Harassment Policy HR-06-004
- Collective Agreement between CUPE Local 2618 and the Municipality of the County of Kings
- RRADC Terms of Reference
- Nova Scotia Human Rights Act
- Employment Equity Act of Canada

