

SECTION: ORGANIZATIONAL POLICY	SUBJECT: EQUITY, DIVERSITY, AND INCLUSION (EDI) POLICY	REVISED DATE: OCTOBER 2024 ORIGINAL DATE: MAY 2001
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PURPOSE:

BCCL is committed to an equitable, diverse, and inclusive environment where all workers, people supported, and their families feel respected and valued regardless of gender, age, race, ethnicity, national origin, religion, sexual orientation or identity, disability, or any other bias.

BCCL is committed to uphold a supportive work environment that is free from discrimination and provides equal opportunities for employment, volunteering and advancement in all areas of the organization.

BCCL will follow applicable legislation in accordance with:

- [Ontario Human Rights Code](#)
- [Equity code](#)
- [Employment Standards Act 2000](#)
- [Pay Equity Act](#)
- [Labour Relations Act](#)
- [Accessibility for Ontarians with Disabilities Act 2005](#)

SCOPE:

This policy applies to all BCCL workers, which includes employees, volunteers, student placements, host family, and third-party personnel.

DEFINITIONS:

Discrimination

Treating people unequally or making a distinction based on prohibited grounds that result in a burden, obligation, or disadvantage that is not imposed on others or that limits access to opportunities, benefits, and advantages available to other members of society.

Equity

A distinct process of recognizing differences that are inherent within individuals in order to achieve equality in all aspects of an individual's life. When people are treated equitably, they are recognized for their visible and invisible differences.

Diversity

The range of characteristics that make individuals unique. These characteristics include, but are not limited to, dimensions such as national origin, ancestry, language, race, colour, disability, ethnicity, gender, age, religion, sexual orientation, gender identity, socio-economic status, and family structures.

Inclusion

An environment that promotes a sense of belonging where everyone feels respected and valued for their uniqueness. In an inclusive environment, people are valued because of, not despite, their differences so everyone can fully participate and thrive.

RESPONSIBILITIES:**Employer:**

- Establishing and maintaining an equitable, diverse, and inclusive workplace that is representative and reflective of the community in which our services are provided.
- Implementing an EDI policy which outlines the roles responsibilities and procedures in the workplace.
- Aim to recognize and address inequities in our policies, programs and services.
- Provide EDI training to all workers for a better understanding of fairness and equality in the workplace.

Management:

- Ensuring that workers comply with the EDI policy.
- Promoting an inclusive, respectful, and welcoming workplace environment.
- Leading with respect and tolerance of everyone's differences.
- Aiming to break down barriers by listening and learning, being open-minded, and encouraging workers to feel free to express their concerns without fear of reprisal.

Workers:

- Adhering to the EDI policy.
- Treating other workers with dignity and respect.
- Supporting a welcoming workplace environment free from discrimination
- Communicate in an inclusive and respectful manner in the workplace. For example, by not excluding others in a conversation by speaking in a language they don't understand.

PROCEDURES:

Ensuring equity, diversity, and inclusion are applied at all stages of the employment, including:

- Recruitment, selection, hiring and exiting practices
- Onboarding, training, and development procedures
- Coaching, counselling and disciplinary actions
- Return-to-work modified duties
- Job accommodation process
- Retention strategies
- Job advancement and succession planning
- Policy and form inclusive language

If a worker reports, witnesses, or suspects any instances of discrimination, harassment, or bias in the workplace, BCCL will adhere to the [Workplace Violence and Harassment policy](#) procedures.

COMMUNICATION:

This policy will be communicated to all workers upon hire and made available for further reference on the BCCL internal policy site.

ACKNOWLEDGEMENT OF RECEIPT OF – EQUITY, DIVERSITY AND INCLUSION POLICY

I, _____ acknowledge, have read, understand, and agree to follow the Equity, Diversity and Inclusion Policy as outlined above.

Signature/Worker

Date