

Note: This document has been updated to reflect changes to the Canada Labour Code resulting from Bill C-86, A second Act to implement certain provisions of the budget tabled in Parliament on February 27, 2018 and other measures. These changes will be in force on a date to be named.

Policy No.: A-20	Section: Administration	Page # 1 of 4
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Title:	Employment Equity Policy
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Legislation Reference:	Canada Labour Code
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Purpose: Town of Smoky Lake is dedicated in providing an atmosphere free from barriers in order to promote equity and diversity. We celebrate and welcome the diversity of all employees, stakeholders, and external personnel.

This policy has been adopted to promote the full participation and advancement of members of the designated groups, which includes but is not limited to women, Indigenous persons, members of visible minority groups, and persons with disabilities within the company's workforce. Town of Smoky Lake will act in compliance with the Canadian Human Rights Act, the Employment Equity Act, and all other applicable legislation.

Guidelines:

Town of Smoky Lake recognizes that employment equity is a value at the core of our mandate as a community leader and as an industry-leading employer. The company will take appropriate steps to ensure that throughout the entire organization representation rates of historically disadvantaged groups reflect their availability within the labour force of the external community.

Objectives

Town of Smoky Lake has the following objectives related to employment equity:

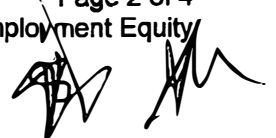
- To promote the full participation and advancement of members of the designated groups under the *Canadian Human Rights Act* and *Employment Equity Act*, including women, Indigenous persons, members of visible minority groups, and persons with disabilities, in the company's workforce.
- To develop policies, programs, practices, and traditions that facilitate the full participation and advancement of members of historically disadvantaged groups in Canada by eliminating direct, indirect, and systemic discrimination. This includes Indigenous persons, visible minorities, ethnic minorities whose

mother tongue is neither English nor French, persons with disabilities, women, and persons of minority sexual orientations and gender identities.

- To implement such special measures as are required to attract, retain, and promote members of the designated groups and to ensure that individuals in positions to make or influence decisions regarding the status or working conditions of current and prospective employees are aware of such special measures and have received training in their application.
- To identify those areas of the workforce where members of the designated groups are underrepresented and to focus special measures to redress such underrepresentation and to ensure that individuals in positions to make or influence decisions regarding the status or working conditions of current and prospective employees are aware of such special measures and have received training in their application.
- To ensure that individuals in positions to make or influence decisions regarding the status or working conditions of current and prospective employees are aware of this policy and have received training in its meaning and application, that they implement its core values in all decisions and that they communicate and apply them to all members of staff.
- To collect and analyze workforce data, develop a formal employment equity plan, and prepare an annual report which will contain specific recommendations for action to be undertaken by the senior officers of this organization and which will detail the progress of those recommendations.
- Recruit and retain staff on the basis of individual merit and achievement, while ensuring that all persons and in particular members of designated groups will have genuine, open, and unhindered access to employment opportunities free from artificial barriers.
- Achieve equality in the workplace so that no member of a designated group is denied employment opportunities or benefits for reasons unrelated to ability by giving effect to the principle that employment equity means more than treating persons in the same way but also requires special measures and the accommodation of differences.

In furtherance of these commitments, the company will:

- Continue to build a diverse workforce that is representative of the pool of potential candidates with appropriate qualifications from designated groups, while retaining individual merit and achievement as the prime criteria for all staffing decisions;
- Ensure that all employment-related decisions are based on principles of individual merit and achievement, such as skills, knowledge, and abilities relevant to specific positions, and not on factors unrelated to a person's ability to do the job;
- Ensure that company regulations, policies, and practices do not have an adverse effect, direct or indirect, on the employment and advancement of members of designated groups;
- Seek to increase the range of applicants for all staff positions to reflect the diversity of the pool of potential candidates with appropriate qualifications from designated groups;

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- Ensure that, where candidates do not differ in merit, employment decisions are guided by the company policy on employment equity;
- Seek to make reasonable adjustments for differences related to belonging to a designated group thereby enabling them to compete equally with others; and
- Identify those sectors of the workforce where members of the designated groups are underrepresented and to develop measures to address such underrepresentation.

Implementation

Town of Smoky Lake will ensure the implementation of this policy by:

- Developing an employment equity plan appropriate to each employee sector together with guidelines to assist those who make employment decisions in implementing the plan;
- Ensuring that these plans address equity in the hiring, promotion, and recognition in all sectors of the workforce;
- Ensuring that those in positions to make or influence employment decisions are aware of the company's employment equity policy and the employment equity plan relevant to their sector;
- Ensuring that all "position requirements" constitute bona fide occupational requirements for the position advertised;
- Requiring appropriate units to report on the status of employment equity within the unit; and
- Ensuring that the heads of units actively support employment equity initiatives.

However, in pursuit of employment equity, it is understood that Town of Smoky Lake will not:

- Impose quotas for the hiring of members from designated groups.
- Engage in reverse discrimination, which can occur when a less qualified candidate is hired over a more qualified one due to being part of a designated group.

Pay Equity and Equal Treatment

Town of Smoky Lake is also committed to ensuring pay equity and observing obligations under the *Pay Equity Act* and the *Canada Labour Code*.

Employees will not be paid different wage rates due to a difference in their employment status if they work in the same industrial establishment; they perform substantially the same kind of work; the performance of that work requires substantially the same skill, effort, and responsibility; their work is performed under similar working conditions; or any other factor that may be prescribed by regulation is present. However, this is not applicable when pay systems are based on seniority, merit, the quantity or quality of each employee's production, or any other criterion prescribed by regulation.



Acknowledgement and Agreement

I, _____, acknowledge that I have read and understand the Employment Equity Policy – Federal of Town of Smoky Lake. I agree to adhere to this policy and will ensure that employees working under my direction adhere to this policy. I understand that if I violate the rules set forth by this policy, I may face disciplinary action up to and including termination of employment.


Name: _____

Signature: _____

Date: _____

Witness: _____

	DATE	RESOLUTION NUMBER
Approved	November 19, 2019	806-19
Amended		
Amended		



Hank Holowaychuk
Mayor



Adam Kozakiewicz
Chief Administrative Officer

