

3.32 - Diverse Workforce - Policy

Section: Human Resources
Subject: Diverse Workforce
Policy: 3.32
Approved: May 19, 2015
Revised: November 1, 2015

Carlton Trail College is committed to being a leader in supporting and valuing diversity in its role as an employer. Carlton Trail College aims to create a culture that respects and values differences, that promotes dignity, equality and diversity, and that encourages individuals to develop and maximize their true potential.

Purpose

The purpose of this policy is to ensure equality and fairness for all in our employment and to eliminate discrimination on the grounds of race, creed, religion, colour, sex, sexual orientation, marital status, family status, disability, physical size or weight, age, nationality, ancestry or place of origin.

All employees will be treated fairly and with respect. Selection for employment, promotion, training or any other benefit will be on the basis of qualifications, knowledge, education and skills. All employees will be helped and encouraged to develop their full potential and the talents and resources of the workforce will be fully utilized to maximize the efficiency of the organization.

Employer's Commitment

- to create an environment in which individual differences and the contributions of all our employees are recognized and valued
- to create a working environment that promotes dignity and respect for all. No form of intimidation, bullying or harassment will be tolerated
- to ensure training, development and advancement opportunities are available to all
- to promote equality in the workplace as a good management practice that makes sound business sense
- to regularly review all employment practices and procedures to ensure fairness
- to treat breaches of the workforce diversity policy seriously and to take disciplinary action when required
- to provide information and training to all employees so that they are fully aware of the issues relating to equality and diversity and their responsibilities relating to these matters
- to monitor and review the policy annually

Employee Responsibility

All employees have the individual responsibility to:

- follow procedures introduced to ensure equal opportunity and non-discrimination
- to draw the attention of the Executive Team to suspected or alleged discriminatory practices

To refrain from harassing or intimidating other employees, directors, students, volunteers, clients or visitors of Carlton Trail College on any and all grounds cited in the policy statement.