

### I. Policy

- A. It is an understanding that everyone is unique, and recognition of our individual differences. These differences can include skills, experience, thought, gender, age, disability, ethnicity, cultural or socio-economic background, religion, sexual orientation, political or ideological beliefs as well as other dimensions such as lifestyle and family responsibilities.
- B. We believe we are stronger when we not only celebrate our many differences, values, and voices but include them in practice. We will actively work to understand and remove barriers to diversity, equity and inclusion, be they systematic, physical, or otherwise. In addition, we are committed to ongoing learning and development in the areas of diversity, equity, and inclusion.
- C. The Edmonton Community Adult Learning Association ("ECALA" or "the organization") we are committed to:
  - a workplace that is free from discrimination, harassment, bullying, victimization, and vilification.
  - treating employees and stakeholders fairly and with respect.
  - a workplace culture that is inclusive and embraces individual differences.
  - equal employment opportunities based on ability, performance, and potential.
  - awareness in all staff of their rights and responsibilities with regards to fairness, equity, and respect for all aspects of diversity.
  - flexible work practices and policies to support employees and their changing needs.
  - attraction, retention, and development of a diverse range of talented people.
  - equitable frameworks and policies, processes and practices that limit potential unconscious bias, and
  - Adhere to the Alberta Human Rights Act and Canada Employment Equity Act at all times.

### II. Objective

- A. ECALA recognizes and celebrates the value and contribution everyone brings to our workplace and appreciates the value of attracting and retaining employees from different backgrounds. ECALA is committed to creating a working environment that is fair and flexible; promotes personal and professional growth and benefits from the capabilities of its diverse workforce.
- B. We recognize that diversity in our workforce contributes to our mandate and benefits our employees, stakeholders, funders and partners. Leveraging diversity in our workplace delivers a strong competitive advantage.
- C. Our aim is to ensure that our business policies, procedures, and behaviours promote diversity, equity and inclusion, and create an environment where individual differences are valued.

### III. Scope

- A. The policy applies to all ECALA staff and Board members.

### IV. Definitions

- A. “Staff” are employees who work either full-time or part-time.
- B. “Board member is the fiduciary who steers the organization towards a sustainable future by adopting sound, ethical, and legal governance, and financial management policies, as well as by making sure the nonprofit has adequate resources to advance its mission.
- C. “Diversity “is acknowledging understanding, accepting, valuing, and celebrating differences among people. Diversity occurs in areas such as gender, race, religion, sexual preferences, age, disability, family responsibilities, marital status and stage of career. Diversity also exists between individuals in the roles they perform, where they are from and their socio-economic status.
- D. “Equity”, unlike the notion of equality, is not about the sameness of treatment. Equity denotes fairness and justice in process and in results. Equitable outcomes often require differential treatment and resource redistribution to achieve a level playing field among all individuals and communities. This requires recognizing and addressing barriers to provide opportunities for all individuals and communities to thrive in our society.
- E. “Inclusion” is the practice or policy of providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized, such as those who have physical or mental disabilities and members of other minority groups.

### V. Responsibilities

- A. The ECALA Board has responsibility for its initial approval and any amendments made to the Policy.
- B. The Executive Director has responsibility for the administration of this Policy.

### VI. Principles

- A. *Recruitment, Selection and Promotion*
  - The organization recognizes the value of recruiting, selecting, and promoting employees with different backgrounds, knowledge, and experience. Our recruitment and selection processes identify candidates with the most suitable knowledge, skills, experience, and personal values. Any selection activities are used to assess the candidate’s qualifications and skillsets based on the job description and promote equitable and unbiased selection and promotion decisions.
  - With all qualifications being equal, the recruitment preference will be given to the candidates who have diversified gender, social, cultural or skills identities.
  - Post job positions to many platforms, including those which target under-represented groups.
  - The Hiring Manager should be trained or possess the experience in diversity recruitment.

### *B. Career Development and Performance*

Employees are encouraged to develop and progress their careers through opportunities that build capability, and all employees are supported to participate in career development conversations. Available opportunities for promotion and transfer are advertised to all employees to enable them to apply for roles and develop their career paths. We encourage and reward excellence and performance is measured based on agreed goals to promote equity and remove bias.

### *C. Compensation*

Our role grading and remuneration review processes actively consider equity in compensation, and we will continue to develop strategies and initiatives to resolve any identified gaps.

### *D. Talent and Succession Planning*

Talent and succession planning are core practices within the organization and an annual process identifies high-performing and high-potential individuals across ECALA.

Talented individuals are identified based on their performance and potential and regular reviews ensure that talent and succession decisions are equitable, consistent, and aligned to diversity and equal opportunity principles across the organization.

The talent and succession process is used to identify candidates for leadership development programs and gender, social or cultural identities are considerations during candidate selection.

### *E. Equal Opportunity Training*

All board members and staff are required to attend Inter-Cultural training and Unconscious Bias training. A refresher training is to be delivered every two years thereafter. This training raises awareness and encourages behaviour that supports a work environment free from discrimination and harassment and encourages a better understanding of each other.

### *F. Gender, Social and Cultural Diversity*

Increasing the representation of people with diverse gender, social and cultural backgrounds at all levels of the organization will remain one of our strategic priorities on an ongoing basis.

### *G. Employee Consultation*

Employees are consulted annually through surveys, focus groups and forums to gain insight into potential barriers to diversity and issues and opportunities for further action.

### *H. Flexibility*

ECALA supports employees with diversified needs and strives to provide flexible work arrangements, particularly employees with parenting, family, career, cultural and religious commitments. To ensure flexibility is implemented equitably, ECALA encourages team members who require flexible working arrangements to come forward to the ED for discussion.

### *I. Employee Support*

At ECALA, we have the following:

- Accessible ramps

We encourage all employees to:

- Use first person language whenever possible. For example do not say disabled person, say person with a disability. First person language means you put the person first.
- Utilize gender neutral language within interactions, meeting, and communications and consider introducing yourself using the pronouns you prefer to be addressed by.
- Bring forward any ideas, suggestions or issues on diversity, equity and inclusion.

ED is responsible for:

- Providing an open door so employees can voice any concerns or barriers they may be experiencing and acting on recommendations/concerns
- Providing supports or accommodation to staff members as required
- Ensuring their staff feel welcome and included
- Creating opportunities to ensure the ideas, talents and opinions of all team members are heard and that proper credit is given for ideas and accomplishments
- Being flexible on policies as needed such as allowing employees to observe various religious/spiritual practices or days of observance, including altering break time or substituting statutory holidays
- Actively working to find ways to bring people together so they may share ideas

### *J. External Communications*

- ECALA encourages and engages diversified participants and visitors to the organization's services.
- ECALA publicly commits to the recruitment and management of diversified staff and board members on its website, social media sites and other official documents.

## **VII. Exceptions to the Policy**

- A. Exceptions to the principles must be documented and formally approved by the ECALA Board.
- B. Policy exceptions must describe:
  1. The nature of the exception
  2. A reasonable explanation for why the policy exception is required
  3. Any risks created by the policy exception
  4. Evidence of approval by the Executive Director and/or the Board Chair

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### VIII. Questions

- A. Questions regarding this policy can be directed to the Executive Director and/or the Board Chair.

### IX. Revision History

- A. Amendments to the policy will be published from time to time and circulated to the organization's staff.

### Roles and Responsibilities

Stakeholder	Responsibility
Board	<ul style="list-style-type: none"> <li>Review, approve and support the policy</li> </ul>
Executive Director	<ul style="list-style-type: none"> <li>Create and maintain the policy</li> <li>Review and approve policy exceptions</li> <li>Proactively reinforce compliance of all stakeholders with the policy</li> </ul>
Staff & Board Members	<ul style="list-style-type: none"> <li>Comply with the requirements of this policy</li> <li>Report all non-compliance instances with this policy (observed or suspected) to the ED or the Board as soon as possible</li> </ul>

### Metadata

Diversity, Equity and Inclusion Policy			
Effective Date	January 01, 2022	Policy No.	#
Policy Holder	Executive Director	Additional Documents	Code of Ethics Conflict and Grievances Corrective or Disciplinary Action Termination Board Recruitment Policy
Approver	Board	Review Schedule	Every 2 years