
Introduction:

The commitment to adhere to the standards of equality, diversity and inclusion (EDI) is a top priority for Fedcap Canada. It is rooted in the goal of building a truly representative workforce across all sections of the organization. We believe that diversity and working for equity and inclusivity are of paramount importance, especially as a non-profit human services agency. We are committed to creating a workplace where all people can feel welcome and appreciated.

Fedcap Canada subscribes to the belief that:

1. All people are entitled to equitable treatment in employment. No person should face discrimination, in employment or otherwise, on the grounds of race, ancestry, place of origin, colour, ethnic origin, citizenship, religious beliefs, sexual orientation, gender identity, gender expression, age, record of offenses, family status, marital status, or disability (or any other basis protected by law).
2. Diversity is a strength, in our nation, our communities, and within our organization. We can only benefit from the varied experiences, skills, and perspectives of a diverse workforce.
3. As is stated in the Universal Declaration of Human Rights, "recognition of the inherent dignity and the equal and inalienable rights of all members of the human family is the foundation of freedom, justice and peace in the world."^[1]

Aim/Purpose:

The purpose of this policy is to outline the practices and policies we follow to uphold the values of EDI within our organization.

Scope

This policy applies to all Fedcap Canada employees and those who provide services on our behalf. The policy addresses EDI and EDI-related training for employees and refers to several of our policies pertaining to EDI, including the Policy of Removing the "Canadian Experience" Barrier, our Accessibility Policy, and our Workplace Harassment and Violence Policy. It is the responsibility of all Fedcap Canada employees and those who provide services on behalf of the organization to adhere to the guidelines set out in this policy.

Procedures:

The following procedures are discussed in this policy:

- A. Training
- B. Policy on Removing the "Canadian Experience" Barrier
- C. Accessibility Policy
- D. Workplace Discrimination, Harassment, and Violence Policy

A. Training

Fedcap Canada seeks to build an awareness among employees, representatives and staff about their rights and responsibilities in accordance with our Equity, Diversity, and Inclusion policy and other related policies—an awareness that propels personnel to co-create a workplace culture that warmly welcomes all people, supports equal opportunities in employment, and which prevents bullying, harassment, victimization, and discrimination. To this end, we train all our employees on EDI, including Building Awareness of a Diverse, Equitable, and Inclusive Workplace, the Accessibility for Ontarians with Disabilities Act (AODA), Workplace Harassment and Violence Prevention, and creating Culturally Responsive Organizations.

B. Policy on Removing the “Canadian Experience” Barrier

Fedcap Canada is committed to creating equal employment opportunities for newcomers to Canada. This is consistent with The Ontario Human Rights Code^[2] which institutes as public policy in Ontario the recognition of the inherent dignity and worth of every person and the provision for equal rights and opportunities without discrimination. As an organization whose mission is to help individuals find sustainable and meaningful employment and who provides services to newcomers, we recognize the importance of creating a culture of welcoming for newcomers within our own workplace. This begins with our hiring and employment practices.

While applicants must be eligible to work in Ontario, Fedcap Canada, in compliance with the Ontario Human Rights Code, will not require applicants to have prior work experience in Canada to be considered for employment. Neither will we assume that an applicant will not succeed in a particular job because they lack Canadian experience. These measures reflect that we value the contributions of newcomers at Fedcap Canada and are intended to remove barriers to employment within our organization.

C. Accessibility Policy

Fedcap Canada is committed to ensuring equal access and participation for people with disabilities. We believe in the principles of equal opportunity and integration, and that people with disabilities should be treated in a way that allows them to maintain their dignity and independence. We are committed to meeting the needs of people with disabilities in a timely manner, and to be proactive by considering accessibility in all planning and decision-making processes. We will work continuously to prevent and remove barriers to accessibility at every level of our organization in accordance with the *Accessibility for Ontarians with Disabilities Act, 2005* (AODA) and the Ontario Human Rights Code.

In adherence to the AODA and Ontario Human Rights Code, Fedcap Canada will ensure that persons with disabilities experience the same access to sustainable work opportunities as their counterparts without disabilities. Fedcap Canada will consider and prioritize accessibility at all stages of an employee’s career to ensure fair evaluation and equal opportunities for advancement.

More detailed information, including our accommodation process, can be found in our Accessibility Policy.

D. Workplace Discrimination, Harassment, and Violence

Conforming to Part III.0.1 of the Occupational Health and Safety Act^[4], Fedcap Canada has developed and abides by its comprehensive Workplace Discrimination, Harassment, and Violence Policy.

Fedcap Canada adheres to The Ontario Human Rights Code^[5] definitions of discrimination and harassment. It defines discrimination as including, but not limited to “a differential act, system or behaviour which

differentiates between individuals or groups, imposes a disadvantage or withholds an advantage with respect to employment on the basis of any protected ground.” The Code defines harassment as “engaging in a course of vexatious [annoying or provoking] comment or conduct which is known or ought reasonably to be known to be unwelcome.” Harassment can occur based on any of the grounds of discrimination.

Fedcap Canada makes clear to its employees our collective responsibility to uphold a safe and inclusive environment, and that we will not tolerate discrimination, harassment, or violence of any kind within our organization. Where a Fedcap Canada employee is found to have violated this policy, they may be disciplined, up to and including termination of employment.

For more information, see the Workplace Discrimination, Harassment, and Violence Policy.

References

- [1] <https://www.un.org/en/about-us/universal-declaration-of-human-rights>
- [2] <http://www.ohrc.on.ca/en/policy-removing-“canadian-experience”-barrier>
- [3] <https://www.ontario.ca/laws/statute/05a11>
- [4] <https://www.ontario.ca/laws/statute/90o01>
- [5] <https://www.ontario.ca/laws/statute/90h19>

Feedback

Fedcap Canada is dedicated to continuous learning, growth, and improvement in the areas of equity, diversity, and inclusion. We welcome and invite feedback on the way we reflect EDI in our organization. Please direct comments and questions to contact.us@fedcapcanada.ca

Obtain this Policy in an Accessible Format

To receive a copy of this policy in an alternative format, please direct your request to: contact.us@fedcapcanada.ca

Responsibility:

All Fedcap Canada staff are required to follow this policy.

Non-Conformance:

Non-Conformance to this policy will be addressed in line with the requirements as stated in the Employee Conduct section of the Employee Manual.

Exception:

Not applicable.

Document Control

This policy will be reviewed at least annually. This policy is owned by Fedcap Canada.

Version	Effective Date	Change Details	Author/Editor	Approved by	Approval Date	Next Review Date
1.0	01Oct2020	New Policy	Robert Robinson	Marcia Salovitz, Grant Collins	01Oct2020	01Oct2021
1.1	01Oct2021	Annual Review, Format Updated	QA Department	James Welling	01Oct2021	01Oct2022
2.0	17Mar2022	Policy Updated	Becca Cheskes	James Welling	17Mar2022	17Mar2023
3.0	05Sept2023	Annual Review Format Updated	Becca Cheskes	Shanthi Rajaratnam	05Sept2023	05Sept2024