



DIVERSITY AND INCLUSIVENESS POLICY

Policy Number: P-HR-15

Originating Department: Human Resources

Approved By: Council

Date of Approval: June 8, 2020

1. Policy Statement:

The City of Charlottetown is committed to an all-inclusive environment that treats all employees and citizens equitably and fairly regardless of age, color, creed, ethnic or national origin, family status, marital status, physical or mental disability, political belief, race, religion, gender, sexual orientation, or source of income.

Our citizens are best served by a public service that reflects the diversity of the community to which it serves. This is achieved through processes that removes barriers and monitors outcomes. The City is dedicated to creating a workplace that recognizes, respects, and values diversity in the workplace.

2. Scope:

All employees of the City of Charlottetown including permanent, seasonal, casual and contract employees.

3. Definitions:

- a) **“Diversity”** Refers to a broad range of attributes. Some aspects of diversity can be seen while others may be invisible. Elements of diversity include race or ethnicity, religion, culture or newcomer status, geography, language, politics, gender, beliefs, sexual orientation, economic status, abilities, skills and interests. A diverse workplace is one that reflects our community.
- b) **“Inclusion”** The process of acknowledging and valuing the similarities and differences of all employees to ensure they are able to contribute to the workplace and perform their job effectively;
- c) **“Accommodation”** Any adjustment in the terms and condition to employment or the physical environment which may be required as a result of an employee’s medical or physical documented disability, whether permanent or temporary. Accommodations shall be provided to the point of undue hardship to the Employer;
- d) **“Discrimination”** A denial of rights or differential treatment of an individual or group based on a certain characteristic such as their age, race, color, religion, creed, sex, sexual orientation, gender identity, gender expression, physical or mental disability, ethnic, national or aboriginal origin, family status, marital status, source of income, political belief, or

affirmation or activity, association with those having characteristics listed above, and any other described discrimination as contained in the Human Rights Act of the Province of Prince Edward Island;

- e) **“Barriers”** For the purpose of employment equity, are defined as formal or informal policies or practices (written or unwritten) that disproportionately restrict or exclude individuals based on factors unrelated to the nature of work, merit, or safety. Barriers can be obvious and direct, or they can be imbedded in systems or practices that may seem neutral on their face but have negative impacts on a particular group;
- f) **“Race”** A biological concept, which defines groups of human beings, based on a set of genetically transmitted characteristics (i.e. physical characteristics, including color);
- g) **“Ethnic”** Membership in a common group - often linked by race, nationality, and language - with a common cultural heritage and/or derivation;
- h) **“Culture”** The shared values, norms, traditions, customs, arts, history, folklore, and institutions of a group of people;
- i) **“Ethnocentrism”** The emotional attitude that one’s own race, nation, or culture is superior to all others;
- j) **“Physical or Mental Disability”** A person with a previous or existing disability, infirmity, malformation or disfigurement, whether of a physical or mental nature, that is caused by injury, birth defect or illness and includes but is not limited to epilepsy, any degree of paralysis, amputation, lack of physical coordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog, wheelchair or other remedial device.

4. Guiding Principles:

4.1. The City of Charlottetown is committed to ensuring that the following activities have no discriminatory effect:

- a) Establishment of new positions;
- b) All employment related policies including recruitment, selection, training, promotion, retention, and alternative work arrangements;
- c) Development and management of information and communication systems;
- d) Access to work sites;
- e) Work station fittings (chairs, desks, lights, etc);
- f) Decisions related to conferences, seminars and training;

g) Work procedures and processes.

- 4.2. The City is committed to equal opportunities for employment and promotion based on knowledge, skills and qualifications regardless of age, color, creed, ethnic or national origin, family status, marital status, physical or mental disability, political belief, race, religion, gender, sexual orientation, or source of income.
- 4.3. Accommodation will be provided where it does not present an undue hardship. Where a particular means of accommodation cannot be met without incurring undue hardship, every effort will be made to provide alternative accommodation up to the point of undue hardship.
- 4.4. Employees will not display ethnocentric attitudes and values in the workplace.
- 4.5. A commitment to representing the community in which we serve through diverse hiring practices.
- 4.6. Developing mechanisms for measuring and monitoring outcomes and results relative to this commitment to diversity.
- 4.7. Creating a climate of understanding and mutual respect for the dignity of each individual.

5. Responsibilities:

Responsibility for implementing and maintaining this policy is delegated to the Chief Administrative Officer, the Managers and the Supervisors.

Managers are responsible to ensure that the intent of this policy is followed.

6. Related Policies, Procedures and Legislation:

- Employee Code of Ethics & Confidentiality Policy P-HR-3
- Harassment in the Workplace C-HR-5
- Respectful Workplace Policy C-HR-9
- Prince Edward Island Human Rights Act