

## EMPLOYMENT EQUITY

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**Effective Date:** April 22, 2002

**Originating Office:** Human Resources

**Supersedes /Amends:** B-29

**Policy Number:** HR-8

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### SCOPE

This policy applies to all employees at the University unless specific provisions of a Collective Labour Agreement or Protocol apply.

### PREAMBLE

In keeping with its mission, Concordia University is committed to Employment Equity. The University's goal is to achieve and maintain a workforce which is representative of the many diverse groups in our society.

The University promotes the full participation and advancement of qualified candidates from groups which have traditionally been under-represented, especially women, aboriginal peoples, visible minorities and persons whose mother tongue is neither French nor English and who are not aboriginal or visible minorities and persons with disabilities. These groups are designated groups within the provisions of the provincial *Act respecting equal access to employment in public bodies and amending the Charter of Rights and Freedoms* and within those of the federal *Employment Equity Act* (Federal Contractors' Programme).

Employment Equity "describes programmes of positive remedies for discrimination in the Canadian workplace." (*Royal Commission Report "Equality in Employment", by Judge Rosalie Silberman Abella, Commissioner, 1984*) Employment equity requires the adoption of special measures and the accommodation of differences in employment practices designed to facilitate and to promote access to the full range of employment opportunities in an organization. The University does not under any circumstances permit employment practices and procedures in contravention of the Quebec Charter of Human Rights and Freedoms which prohibits discrimination and harassment on the grounds of race, colour, sex, pregnancy, sexual orientation, civil status, age except as provided by law, religion, political convictions, language, ethnic or national origin, social condition, a handicap or the use of any means to palliate a handicap.

The University affirms its commitment to employment equity in that all present and potential university employees receive equitable treatment and consideration. For present University

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employees, this includes access to training and opportunities for transfer, promotion, and advancement within the University. This commitment is consistent with good management practice for long-term planning, effective use of human resource potential, and the recognition of individual merit and achievement.

The objectives of this policy are:

- To regard individual merit as the prime criterion for the treatment of present University employees and the employment of prospective employees.
- To ensure that all University employees are encouraged to develop their abilities and aspirations without being subject to discrimination and harassment, and without barriers which may result, however unintentionally, from policies, behaviour, or attitudes.
- To achieve a more representative distribution and balance in the permanent employee complement across ranks, job levels, and employment categories.

### POLICY

1. The University communicates this policy through managers and supervisors who are responsible for the implementation of the policy. It is their responsibility to communicate this policy to employees reporting to them and to implement its provisions to the areas under their jurisdiction.
2. To act upon its commitment, the University:
  - Fosters and endorses behaviour that advances employment equity;
  - Examines and, as necessary, alters any policy and practice that has the result of unreasonably preventing or limiting the provision of equality in employment, hiring, promotion, remuneration, training, professional development or working conditions;
  - Monitors University documents and other official communications to ensure that they are free of discriminatory language and sex-role or other stereotyping;

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- Maintains a professional position whose responsibilities include the collection and analysis of employment workforce data and the development of action plans in consultation with management and with unions and employee groups, including goals and timetables as well as any special measures and reasonable accommodations;
- Implements the provisions of the *Act respecting equal access to employment in public bodies and amending the Charter of Rights and Freedoms* and those of the *Federal Contractors' Programme*;
- Sets up the President's Employment Equity Advisory Board:

The mandate of the Board is as follows:

The REEAB monitors the implementation of the Employment Equity Plan for Concordia University in compliance with the University's undertaking under the terms of its agreement with the *Federal Contractors' Administration* and in compliance with the provisions of the provincial *Act respecting equal access to employment in public bodies and amending the Charter of Rights and Freedoms*.

The REEAB seeks input from designated groups (as defined in the federal *Employment Equity Act* and the provincial *Act respecting equal access to employment in public bodies and amending the Charter of Rights and Freedoms*) and assists in the design and in the realization of studies undertaken to inform the University's equity strategies.

Its members advise the President who is the signatory of Concordia's Certificate of Commitment with the *Federal Contractors'* and participate in the updating and the revision of the University's employment equity goals to meet its commitment and its obligations under the provincial *Act respecting equal access to employment in public bodies and amending the Charter of Rights and Freedoms*.

The REEAB participates in the development of a University-wide communication plan which informs the community of University's employment and educational equity strategies, achievements and progress.

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Members of the REEAB champion equity goals, strategies and initiatives with members of their respective constituencies.

The REEAB is composed of representatives nominated by each of the following:

- One member from each bargaining unit
- One member of the Graduate Students Association
- One member of the Board of Governors

The REEAB is chaired by the President. Both the Vice-President, Services and the Provost and Vice-President, Academic Affairs serve as Vice-Chairs of the Board. The Executive Director of Human Resources and Employee Relations, the Coordinator of the Services for Disabled Students and the Director of Employment and Employee Development are members of the Board.

- Develops and periodically reviews a statement which indicates Concordia's commitment to Employment Equity. This statement is included on internal job postings as well external advertisements.
3. The Vice-President, Services is responsible to the President for the administration of this policy.