

 DALHOUSIE UNIVERSITY Employment Equity Policy	<i>Policy Sponsor:</i> President	<i>Approval Date:</i> October 10, 2017
	<i>Responsible Unit:</i> Human Resources	<i>Amendments:</i> October 11, 2022

A. Background & Purpose

Dalhousie is committed to employment equity and wishes to institute active measures to eliminate discrimination and to reverse the historic under-representation of Indigenous peoples (especially Mi'kmaq), persons of Black/African descent (especially African Nova Scotians), and other members of racialized groups, persons with disabilities, women and persons identifying as members of 2SLGBTQ+ communities within its workforce.

Under Canada's *Employment Equity Act* and the Federal Contractors Program, as a federal contractor, Dalhousie is required to develop, implement, and monitor the progress of an employment equity policy and plan. Actions undertaken by Dalhousie to discharge that obligation and steps it takes to fulfill its commitment to employment equity generally are consistent with applicable provincial human rights legislation in that they seek to address systemic discrimination by improving the conditions of employment of disadvantaged classes of individuals.

The purpose of this Policy is to identify institutional commitments to recognize and redress historical and current-day inequities experienced by certain groups in relation to employment at Dalhousie. It is also to identify institutional accountabilities and procedures for enacting and sustaining campus-wide strategic initiatives to achieve employment equity goals. More specifically, Dalhousie will seek to:

1. Remove barriers to and in employment by eliminating or modifying policies, practices, and systems that are not authorized by law;
2. Introduce positive policies and practices, as well as establish internal goals and timetables to achieve employment equity through hiring, training, promotion, and retention of members of Equity-Deserving Groups;
3. Improve the meaningful participation and engagement of Equity-Deserving Groups throughout Dalhousie; and
4. Improve workplace environments and climate for Equity-Deserving Groups through individual and organizational capacity building and ensuring timely responses to complaints of inequitable systems and practices.

B. Application

This Policy applies to all aspects of employment at Dalhousie, including, but not limited to, recruitment, interviewing, selection, hiring, training and professional development, career progression, promotion and tenure, transfers, terminations, salaries, benefits, and workplace conditions. It does not eliminate any other obligations Dalhousie may have under applicable human rights legislation nor does it displace its obligations under another policy or any applicable collective agreement.

C. Definitions

Note regarding language and definitions below and throughout: Language, particularly as it relates to identity and human rights, involves social constructs which evolve over time. The definitions below and the terms used throughout this Policy are meant to be helpful functional descriptors. They are not standardized and may be used differently by different people. It is expected that the terms used throughout this Policy will evolve and change over time and be updated accordingly through the proper channels.

1. In this Policy:

- a. Federal Contractors Program (FCP) is a program administered by the Government of Canada. It requires that organizations with 100 employees or more who wish to bid on federal contracts in excess of \$1,000,000 implement an employment equity program in their workplace and comply with FCP requirements related to the collection of workforce information, including the completion of regular workforce analyses and associated plans to meet numeric goals related to those analyses. Dalhousie is subject to the requirements of the FCP.
- b. “Designated Groups” means the groups designated under the Federal Contractors Program, as that list may be amended from time to time and which list currently includes Indigenous peoples, members of racialized groups, persons with disabilities (visible and invisible), and women. The designated group “members of racialized groups” includes African Nova Scotians and persons of Black/African descent. The designated group “Indigenous peoples” includes those identifying as Mi’kmaq.
- c. The “Employment Equity Act” is a federal act whose purpose is to achieve equality in the workplace so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability and, in the fulfilment of that goal, to correct the conditions of disadvantage in employment experienced by Designated Groups as defined in b) above by giving effect to the principle that employment equity means more than treating persons in the same way but also requires special measures and the accommodation of differences.
- d. “Equity-Deserving Groups” is the term Dalhousie uses. It means the “Designated Groups” as defined in (b) plus persons identifying as members

of 2SLGBTQ+ communities, and any other groups who experience barriers in employment that have been approved by the Employment Equity Council. Individuals who belong to these groups shall be invited to self-identify at the time of recruitment.

- e. “Equity” is an approach or process that calls for the acknowledgement of systemic power and privilege that result in oppression/ disadvantage for Equity-Deserving Groups. This approach calls for fairness and redistribution of resources to enhance access, opportunity, and success of these groups.
- f. “Dalhousie’s Employment Equity Plan” is a comprehensive action plan that identifies, addresses, and mitigates barriers in employment procedures, policies, and practices with the aim of improving the recruitment and retention of Equity-Deserving Groups.
- g. “Unit-Specific Employment Equity Plan” is a plan that is developed by an Academic or Administrative Unit within Dalhousie that seeks to achieve employment equity within the Unit. Each such Plan shall be consistent with and informed by Dalhousie’s Employment Equity Plan.

D. Policy

1. Dalhousie shall comprehensively address employment equity through the development and implementation of Dalhousie’s Employment Equity Plan and Unit-Specific Employment Equity Plans for each academic and administrative support unit.
2. Human Resources and any applicable selection/appointment committee shall ensure that all recruitment initiatives and practices around appointments are governed by the following Principles of Fair Consideration:
 - i. Units will use their best efforts to attract applicants from all Equity-Deserving Groups;
 - ii. Units will give preference to qualified self-identified candidate(s) from Equity-Deserving Groups;
 - iii. Candidates who do not self-identify as a member of an Equity-Deserving Group, will be selected only if it can be demonstrated that they are substantially better qualified for the position than any other qualified candidate who has self-identified as a member of an Equity-Deserving Group;
 - iv. In the event that (a) there are qualified self-identified candidates from more than one Equity-Deserving Group and (b) some self-identified Equity-Deserving Groups are less well- represented in the applicable unit than others, a candidate from the less well- represented Group shall be given preference unless other candidate(s) are substantially better qualified for the position; and
 - v. In applying principles (i) to (iv), special consideration will be given to qualified candidates who self-identified as Mi’kmaq and/or African Nova Scotian.

3. The Employment Equity Council shall reflect a diverse representation of members from Equity-Deserving Groups among, with seats strategically designated for particular populations.
4. Dalhousie's Employment Equity Plan and each Unit-Specific Employment Equity Plan shall be assessed annually to ascertain the progress made in achieving employment equity within Dalhousie's workforce and with respect to working conditions at Dalhousie.

E. Administrative Structure

1. Authority: This Policy is sponsored by and falls under the authority of the President.
2. Human Resources: Human Resources, in collaboration with the Office for Equity & Inclusion is the unit responsible for the administration of this Policy.
3. Employment Equity Council: The Council is responsible for working through, and with, Human Resources and in consultation with Office of Equity & Inclusion to provide advice on the strategic planning, implementation, monitoring, and evaluation of this Policy and Dalhousie's Employment Equity Plan. The Council shall comprise:
 - a. The Vice-President People & Culture (or designate) and Vice-Provost Equity & Inclusion (or designate) shall serve as Co-Chairs of the Council,
 - b. Ex-officio representatives (5):
 - i. Vice-President People & Culture (or designate) (as co-chair),
 - ii. Vice-Provost Equity & Inclusion (or designate) (as co-chair)
 - iii. Provost & Vice-President Academic (or designate),
 - iv. Vice-Provost, Student Affairs (or designate), and
 - v. President of the Dalhousie Student Union (or designate);
 - c. Employee group representatives (6):
 - i. Dalhousie Faculty Association (DFA),
 - ii. Dalhousie Professional Management Group (DPMG),
 - iii. Canadian Union of Public Employees (CUPE), Local 3912,
 - iv. Nova Scotia Government Employees Union (NSGEU), Local 77 (3 year term),
 - v. Nova Scotia Government Employees Union (NSGEU), Local 99 (3 year term), and
 - vi. Public Service Alliance of Canada (PSAC), Local 86001;
 - d. Equity-Deserving Group representatives:
 - i. Indigenous Mi'kmaq employee representative (1);
 - ii. African Nova Scotian employee representative (1);
 - iii. 2SLGBTQ+ employee representative (1);
 - iv. Dis/Abilities employee representative (1); and
 - v. Employee representative from any other Equity-Deserving Group approved by the Employment Equity Council.
 - e. Non-Voting Members
 - i. Manager, Employment Equity
 - ii. Manager, Recruitment and Retention (Staff Recruitment) (or designate)

- iii. Assistant Director, Academic Staff Relations (Faculty Recruitment) (or designate)
 - iv. Council Secretary
 - v. Senior Advisor and Manager Equity & Inclusion Data
 - vi. Other relevant campus advisors, scholars and/or experts as determined by the Council
4. Policy Review: This Policy will be reviewed in accordance with Dalhousie's Policy on Policies or earlier if deemed necessary by the President or Human Resources.

F. Procedures

1. Establishment of Employment Equity Council: The Employment Equity Council will be created through a call for nominations/applications and will normally meet four (4) times per year, generally twice in each of the fall and winter academic terms, or more frequently if required. The Council may develop terms of reference, which must be consistent with this Policy and approved by the Provost, in relation to the operations of the Council and calls for nominations/applications for membership on the Council.
2. Liaison between Employment Equity Council, Human Resources and Office of Equity & Inclusion: The Employment Equity Council will collaborate and engage with Human Resources and the Office of Equity & Inclusion as required under this Policy through the Vice-President People & Culture (or designate) and the Vice-Provost Equity & Inclusion (or designate).
3. Development of Dalhousie's Employment Equity Plan: Human Resources will, in consultation with the Office of Equity & Inclusion, and in collaboration with the Employment Equity Council, develop, implement, and review annually Dalhousie's Employment Equity Plan.
4. Development of Academic and Administrative Unit-Specific Employment Equity Plan: Each Academic and Administrative Support Unit will, in collaboration with Human Resources, develop, implement, and review annually a Unit-Specific Employment Equity Plan.
5. Collection of Information: On an annual basis, the Office of Equity & Inclusion, in collaboration with Human Resources will obtain information on (1) the employment of employees who are members of Equity-Deserving Groups, by occupation and salary levels, in relation to all other Dalhousie employees and (2) the representation of Equity-Deserving Groups within the Canadian workforce which Dalhousie can reasonably expect to draw employees.
6. Workplace Environment and Supports: Human Resources, in collaboration with the Office of Equity & Inclusion will oversee the establishment of measures to ensure a respectful, inclusive, and equitable workplace environment and related supports to promote the meaningful engagement of employees who self-identify as members of Equity-Deserving Groups within Dalhousie. This will include, but is not limited to: information from consultations implemented by Human Resources with employees' representatives and bargaining agents, where applicable; information from Human

Resources quality of work-life surveys conducted; and information from employment systems reviews conducted by Human Resources, in collaboration with the Office of Equity & Inclusion.

7. Monitoring and Reporting Progress: Human Resources, in collaboration with the Office of Equity & Inclusion, and in consultation with the Employment Equity Council, will develop and adopt measures and procedures to monitor and evaluate the progress and results made by Dalhousie with respect to employment equity using the information collected under paragraph 5 above and the measures developed pursuant to paragraph 6 above. The Vice-President People & Culture (or designate), will submit an annual report to the Provost & Vice-President, Academic.