

HR 24**Inclusion and Diversity**

Classification:	Human Resources
Responsible Authority:	Manager, Talent & HR Programs
Executive Sponsor:	Vice President, Human Resources
Approval Authority:	Algonquin College Executive Team
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Mandatory Review Date:	2025-11-26 (5 years for existing policies & 1 year for new policies)

PURPOSE

The purpose of this policy is to express Algonquin College's beliefs, values and commitment regarding inclusion and diversity in the workplace. It aims to ensure that the College's voice on the subject of inclusion and diversity are consistent and commitments to living our values related to inclusion and diversity are clear.

The creation of a workplace that is diverse, inclusive, respectful and protects the human rights of all employees, including those groups designated under the Ontario Human Rights Code, requires the work of every member of our college community, across all of our campuses, including students, employees, visitors, alumni and guests.

SCOPE

This policy applies to all employees of Algonquin College.

DEFINITIONS

Word/Term	Definition
Discrimination	One or a series of action(s) or behaviour(s) related to one or more of the prohibited grounds, as defined by the Ontario Human Rights Code ("the Code"), that results in unfavourable or adverse treatment which negatively affects or could negatively affect the employment status of an employee or the status of a student.
Diversity	Means recognizing that we are all unique and bring with us varied experiences, perspectives and approaches to the workplace.
Equity	Means treating individuals and groups fairly, not necessarily equally or the same; recognizing that there are barriers to employment, participation, access and inclusion in the workplace. The principle of equity acknowledges that systemic barriers exist and action is needed to address historical imbalances.

Word/Term	Definition
Equity and Intercultural Competence	Is the set of practices and behaviours within a workplace, team or among individuals; which enables employees to understand, communicate, and effectively interact with people across differences, real or perceived, be it with their colleagues, students, or the community.
Inclusion	Means intentionally creating a sense of belonging where all employees are recognized and valued for their uniqueness; and collectively promoting a working environment where individuals can be their authentic selves.
Intersectionality	Means understanding that any individual has more than one identity, and that their identities create unique experiences.

POLICY

1. Algonquin College:
 - a. Values the dignity and uniqueness of the individual; and equity and diversity in our work environments and our community.
 - b. Recognizes that historical and persistent barriers to equitable participation exist in society and within the College.
 - c. Believes that a culture of inclusion and an understanding of the intersectionality of individual identities supports fully engaged employees, serves our communities, and prepares students to achieve lifelong success.
 - d. Believes the diversity of our workforce is uniquely valuable to our College and should reflect the diversified composition of the Canadian society and of the diversity of our students.
 - e. Believes that equity competence and creating a culture of inclusion are necessary to achieve our strategic goals including learner success, innovation, entrepreneurship, employee engagement and sustainability.
 - f. Believes in championing inclusion and diversity in the workplace.

2. Algonquin College commits to achieving inclusion and diversity by:
 - a. Forging a culture of inclusion that is welcoming, respectful, accessible, and does not tolerate stigma, harassment or discrimination.
 - b. Complying with existing federal and provincial legislative requirements.
 - c. Developing and implementing goals, policies, competencies and special initiatives to promote inclusion, diversity and equity.
 - d. Collecting data to track progress and regularly evaluate the effectiveness of the initiatives we undertake, and we will communicate the outcomes to our community.

PROCEDURE

Action	Responsibility
1. Uphold Algonquin College’s Code of Conduct, with particular attention to section 5.2, which states: “Employees are expected to promote and support a respectful, inclusive and safe work environment where everyone is treated with respect and dignity.”	All employees
2. Responsible for developing their personal level of equity and intercultural competence to interact effectively and appropriately with people from diverse identities. This includes maintaining civility and respect in their conduct and communications.	All employees
3. Strive to understand, consider and mitigate the systemic and attitudinal obstacles experienced by team members who belong to various identity groups.	All managers
4. Identify opportunities to support direct reports in developing the skills, knowledge and abilities required to become equity and inter-culturally competent.	All managers
5. Develop and implement goals, policies, competencies and special initiatives to promote inclusion, diversity and equity.	Human Resources
6. Collecting, tracking, and reporting on inclusion and diversity to assess progress and regularly evaluate the effectiveness of initiatives and special programs. Reporting will be provided to Executive Leadership on an annual basis.	Human Resources
7. Commit to equity, inclusion and diversity as a part of the process of setting policies, developing procedures, and making decisions at all levels of the College. This includes ensuring the input of diverse groups.	Executive leadership
8. Support their Deans, Directors, Managers and Chairs in creating a culture of inclusion.	Executive leadership
9. Lead by example in creating a culture of inclusion.	Executive leadership
10. Ensure adequate resources are available and barriers removed to assist in achieving the stated commitments.	Executive leadership

Information contained in this policy is not meant to conflict with the College's obligations to its employees under its various collective agreements or employment contracts.

Developing equity and intercultural competence, and creating a culture of inclusion, requires personal reflection and active learning. As such, employees may need additional support to meet their responsibilities as outlined. Managers will provide guidance to the employee with the goal of assisting the employee in meeting expectations and developing competence, which may include coaching and professional development or other learning opportunities. The manager may choose to engage with subject matter experts and/or external expertise in order to provide the coaching and professional development required for improvement. The employee will be advised the required levels of competence and any gaps, and will be provided with the appropriate learning and resources to meet the expectations. All issues regarding conduct will be discussed in a private setting and in a fair and consistent manner.

Note that complaints regarding behaviour considered to be discrimination or discriminatory harassment fall under the HR 22: Respect in the Workplace policy, complaints of this nature must follow the procedure outlined under HR 22.

SUPPORTING DOCUMENTATION

Algonquin College Inclusion & Diversity Blueprint 2019-2022

RELATED POLICIES

[HR 22: Respect in the Workplace](#)

[HR18: Employee Code of Conduct](#)

[SA03: Student Complaints](#)

RELATED MATERIALS

[Ontario Human Rights Code, R.S.O. 1990, cH.19, as amended](#)