

STATEMENT of POLICY and PROCEDURE			
Chapter:	Human Resources	SPP No.	HR 2.01.ON
Section:	Employment	Issued:	Nov. 25, 2019
Subject:	EMPLOYMENT PRINCIPLES	Effective:	Jan. 1, 2020
Issue to:	All Manual Holders	Page:	1 of 3
		Replaces:	HR-12
Issued by:	Community Resource Centre	Issued:	Feb 2017

1 POLICY

- 1.01 (a) The **Community Resource Centre** is committed to the fundamental principles of equal employment opportunity. We are committed to treating people fairly, with respect and dignity, and to offer equal employment opportunities based upon an individual's qualifications and performance—free from discrimination or harassment because of race, ancestry, place of origin, ethnic origin, colour, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, marital status, family status, disability, and record of offences.
- (b) The **Community Resource Centre** is required to and shall comply with certain provisions contained in the *Accessibility for Ontarians with Disabilities Act, 2005* (“AODA”) and the Integrated Accessibility Standards Regulation made under the AODA.
- 1.02 These principles apply to all aspects, terms and conditions of employment at the **Community Resource Centre**, including recruitment, hiring, training, transfer, promotion, discipline, demotion, dismissal and layoffs.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to express those principles which must be observed by employees in all aspects of the employment relationship.

3 SCOPE

- 3.01 This Statement of Policy and Procedure applies to all employees.

4 RESPONSIBILITY

- 4.01 Each individual is responsible for ensuring the principles outlined in paragraph 1.01 are adhered to throughout all business activities.

5 DEFINITIONS

- 5.01 “**Age**” means an age that is eighteen (18) years or more.
- 5.02 “**Disability**” means,

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- (a) any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, congenital disability or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device,
- (b) a condition of mental impairment or a developmental disability,
- (c) a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language,
- (d) a mental disorder, or
- (e) an injury or disability for which benefits were claimed or received under the insurance plan established under the *Workplace Safety and Insurance Act, 1997*;

- 5.03 “**Family status**” means the status of being in a parent and child relationship.
- 5.04 “**Harassment**” means engaging in a course of vexatious comment or conduct that is known or ought reasonably to be known to be unwelcome.
- 5.05 “**Marital status**” means the status of being married, single, widowed, divorced or separated and includes the status of living with a person in a conjugal relationship outside of marriage.
- 5.06 “**Record of offences**” means a conviction for,
- (a) an offence in respect of which a pardon has been granted under the *Criminal Records Act* (Canada) and has not been revoked, or
 - (b) an offence in respect of any provincial enactment.
- 5.07 “**Spouse**” means the person to whom a person is married or with whom the person is living in a conjugal relationship outside marriage.
- 5.08 “**Gender identity**” is each person’s internal and individual experience of gender. It is their sense of being a woman, a man, both, neither, or anywhere along the gender spectrum. A person’s gender identity may be the same as or different from their birth-assigned sex. Gender identity is fundamentally different from a person’s sexual orientation.
- 5.09 “**Gender expression**” is how a person publicly presents their gender. This can include

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behaviour and outward appearance such as dress, hair, make-up, body language and voice. A person's chosen name and pronoun are also common ways of expressing gender.

- 5.10 “**Trans or transgender**” is an umbrella term referring to people with diverse gender identities and expressions that differ from stereotypical gender norms. While transgender may refer to a woman who was assigned male at birth or a man who was assigned female at birth, transgender is an umbrella term that can also describe someone who identifies as a gender other than woman or man, such as Two-spirited, non-binary, genderqueer, genderfluid, no gender or multiple genders, or some other gender identity.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE

Accessibility for Ontarians With Disabilities Act, 2005 (Ontario) and Regulations
Human Rights Code (Ontario)

SPP HR 2.02.ON — Recruitment and Selection

SPP HR 5.03.ON — Workplace Harassment

SPP HR 5.04.ON — Accommodation on the Basis of Disability

SPP HR 5.09.ON — Religious Accommodation

SPP HR 5.18.ON — Accommodation on the Basis of Family Status

SPP HR 5.19.ON — Accommodation for Breastfeeding

SPP HR 5.20.ON — Accommodation on the Basis of Gender Expression or Gender Identity

7 PROCEDURE

- 7.01 All forms and procedures used for employment purposes and human resources administration within the **Community Resource Centre** shall comply with the principles contained within this Statement of Policy and Procedure.