



**Simcoe County  
District School Board**

**GENERAL 3100**

**EMPLOYMENT  
EQUITY 3120**

**1. Rationale**

The Simcoe County District School Board embraces the concept of employment equity for women and other designated groups which includes equality of opportunity for employment, development and advancement within this organization.

The Board reaffirms its commitment to undertake programs to promote the full participation of under-represented groups at all levels within the system, to encourage the utilization of the talents of all of its employees in order to ensure the continued development and effectiveness of this system and to hire and promote the best available candidates for all positions.

The Board also recognizes its obligation to ensure the implementation of pay equity legislation.

**2. Policy**

It is the policy of the Simcoe County District School Board that all personnel policies, procedures and practices be developed and implemented in ways which will ensure that women and other designated groups are treated with equity in all matters of employment.

**3. Definitions**

Employment equity shall mean employment practices designed to eliminate discriminatory barriers and to provide equitable opportunities in employment for women and other designated groups.

Direct discrimination results when individuals are treated differently because of age, sex, race, religion, citizenship, national origin, marital status, family status, mental or physical disability/handicap or other prohibited ground of discrimination.

Indirect discrimination results when the application of a policy or procedure, which is not in itself discriminatory, has an unintended negative impact upon specific employee groups such as designated groups or other groups protected by human rights legislation.

Harassment shall mean any behaviour which may be offensive, embarrassing or humiliating to individuals and denies them dignity and respect and includes verbal or physical conduct that is related to any of the grounds of discrimination prohibited by the Ontario Human Rights Code.

#### **4. Guidelines**

- 4.1 The Board shall ensure for every employee a working environment that is free from discriminatory practices and harassment.
- 4.2 The Director of Education shall be responsible to the Board for the development and implementation of employment equity programs, including specifically:
  - 4.2.1 the regular review and evaluation of employee recruitment, selection, transfer and promotion procedures and practices in order to ensure that selection criteria provide equal employment opportunities for all employees.
  - 4.2.2 the publication and distribution of the provisions of this policy to all employees and applicants for positions within the system.
  - 4.2.3 the provision of training programs for administrators, managers and supervisors to ensure effective application of the provisions of this policy and human rights legislation.
- 4.3 In order to successfully create an environment in which each employee will have equal opportunity to work, to develop, and to advance, all administrators, managers, and supervisors will be guided by the provisions of this policy when making decisions which affect employment.

- 4.4 All employees of the Board who make decisions relative to the employment status or working conditions of other employees are responsible to the Director of Education for ensuring that direct discrimination does not result from those decisions.
- 4.5 All employees of the Board who make decisions relative to the employment status or working conditions of other employees are also responsible to the Director of Education for ensuring that their decisions, practices or activities do not result in indirect discrimination.
- 4.6 Members of the Board who make decisions relative to the employment status or working conditions of employees shall ensure that those decisions do not result in either direct or indirect discrimination.
- 4.7 The Board shall endeavour to ensure the adoption of gender-free position titles and the use of inclusionary language in all meetings, documents, reports and correspondence.

**5. Administrative Procedures**

The Director of Education is authorized to provide the administrative procedures necessary to implement this policy.

**ADOPTED DECEMBER 14, 1988  
REVISED OCTOBER 23, 1991  
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