

Employment Equity Policy

Original Implementation Date: September 4, 2018 Approved by: Jacques Dubé, CAO

Date of Last Revision: November 16, 2021 Approved by: Caroline Blair-Smith, A/CAO
John MacPherson, A/DCAO

Effective Date of Last Revision: May 26, 2022 Approved by: Caroline Blair-Smith, A/CAO
John MacPherson, A/DCAO

1 – Policy Name

Employment Equity Policy

2 – Purpose

Halifax Regional Municipality (HRM) is committed to reflecting the community it serves and recognizing Diversity and Inclusion as one of the Municipality’s core values. Through this Policy, the CAO promotes the establishment of an accountable, results oriented Employment Equity Program to support persons in designated equity groups and further diversity and inclusion in the Municipality’s workforce.

3 – Objectives

The objectives of this Policy are:

- To increase representation of the following designated groups/communities:
 - Racialized Persons
 - Women in occupations or positions where they are underrepresented in the workforce
 - Indigenous/Aboriginal People
 - Persons with Disabilities
 - 2SLGBTQ+ Persons
- To include programming which focuses on the needs and experiences of the Mi’kmaq and Black/African Nova Scotians, in acknowledgement of the history of the Province of Nova Scotia.
- To identify and eliminate barriers that prevent the designated groups from accessing jobs, promotions, and training.

4 – Scope

All Halifax Regional Municipality employees (full-time, part-time, temporary, summer students, co-op and work placements).

5 – Definitions

In the context of this document:

2SLGBTQ+ means the acronym that stands for Two-Spirited, Lesbian, Gay, Bisexual, Transgender, or Queer. The plus sign (+) acknowledges those who identify as intersex, questioning, or other self-identifying definitions.

Black/African Nova Scotians means all people of African descent and ancestry living in Nova Scotia including First African Peoples and more recent immigrants.

Employment Equity means a strategy to enable equity groups the opportunity to achieve equity in employment opportunities and benefits. Employment equity involves both recognizing and responding. It requires employers to recognize that certain practices place Racialized Persons, Women in occupations or positions where they are underrepresented in the workforce, Indigenous/Aboriginal People, Persons with Disabilities and members of the 2SLGBTQ+ community at a disadvantage. Employment Equity not only demands the elimination of such practices but also imposes positive obligation on the employers to facilitate the achievement of equity.¹

Indigenous/Aboriginal People (in Canada) means individuals who identify as being of First Nations, Metis, and Inuit descent as defined in the Constitution Act, 1982.

Persons with Disabilities means persons who identify as having a long-term or recurring physical, mental, sensory, psychiatric, or learning impairment that is significant enough to impact their employment opportunities and create a barrier in the workplace.

Racialized Persons means those who self-identify as being other than an Aboriginal person and who are non-Caucasian in race or non-white in colour.

6 - Roles and Responsibilities

Chief Administrative Officer (CAO)

The CAO is responsible for:

- Approval of the Employment Equity program.
- Monitoring and ensuring the implementation of the Employment Equity program.
- Annual reporting to Council.

Human Resources

Human Resources is responsible for:

- Developing, implementing, and annually reviewing the Employment Equity program.

¹ Employment Equity Act S.C. 1995, c 44

- Annually providing an Employment Equity update to the CAO.
- Providing corporate training to support the Employment Equity program.
- Working with business units in the implementation of the Employment Equity program.
- Supporting staff self-identification.

Office of Diversity and Inclusion

The Office of Diversity and Inclusion is responsible for:

- Partnering with Human Resources on the development, implementation, and ongoing review of an Employment Equity program and subsequent data collection.
- Supporting Business Units on the implementation of the Employment Equity program.
- Supporting staff self-identification.

Business Units

Business Units are responsible for:

- Working with Human Resources to implement the Employment Equity Policy and Program.
- Supporting employees in the participation of training to support Employment Equity.
- Supporting staff self-identification.

7 – Policy Regulations

As a guiding principal, the Municipality acknowledges the *Nova Scotia Human Rights Act* which prohibits discrimination in respect of employment on the basis of age, race, colour, religion, creed, ethnic, national or aboriginal origin, sex, sexual orientation, physical disability, mental disability, family status, marital status, source of income, harassment with respect to a prohibited ground, sexual harassment, irrational fear of contracting an illness or disease, association with protected groups or individuals, political belief, affiliation or activity, gender identity, gender expression or retaliation. The Act does not preclude programs or activities which have as their objective the improvement of conditions of disadvantaged individuals or groups of individuals.

To promote employment equity and support designated groups, who have historically faced discriminatory barriers to employment and advancement, the Municipality may use one or more of the following initiatives:

- A. Encourage qualified members of the designated groups/communities to apply for available employment opportunities with HRM and self-identify in their employment application in order to be recognized as an applicant from an Employment Equity group/community.
- B. Initiate special measures to develop pools of qualified applicants from the designated groups/communities.

- C. Target specific positions for recruitment from a designated group/community or groups/communities.
- D. Conduct group/community outreach activities to communicate the Municipality's desire to achieve the objectives of the Employment Equity Policy.
- E. Collect and analyze workforce data and focus efforts to address areas of under-representation.

8 – Repeal

This Policy replaces the Employment Equity Policy approved June 3, 1997 by Halifax Regional Council and any amendments.

9 – Effective Date

May 26, 2022

10 – Related Policies and Practices

Fair Hiring Policy

External Legislation:

Employment Equity Act S.C. 1995, c 44

Nova Scotia Human Rights Act, RSNS 1989, c 214

11 – Policy Review

Review every year.

12 – Contact

Managing Director, Office of Diversity and Inclusion
Manager, Human Resources - Client Services

13 - Attachments

N/A