

INDIGENIZATION, EQUITY, DIVERSITY, INCLUSION, ANTI-RACISM, AND ACCESSIBILITY (I-EDIAA) IN THE WORKPLACE POLICY

Intent

The Alma Mater Society is dedicated to promoting I-EDIAA principles of Indigenization, equity, diversity, inclusion, accessibility and anti-racism in the workplace by fostering an environment that enables the full participation of every member within the AMS' opportunities and employment. We celebrate and welcome the diversity of all employees, volunteers, stakeholders, and external personnel. This policy has been adopted to foster an environment that respects people's dignity, experiences, positionality, ideas, and beliefs. We demonstrate our commitment to this by providing a supportive work environment and a culture that welcomes and encourages equitable opportunities for all employees and volunteers. The AMS will comply with all applicable legislation in pursuit of these endeavours.

Terminology

The term "discrimination" means treating an individual or group inequitably, whether intentionally or unintentionally, or making a distinction based on legally protected grounds that results in a burden, obligation, or disadvantage that is not imposed on others or which limits access to opportunities, benefits, and/or advantages available to other members of society.

The term "microaggressions" means everyday slights, insults, comments, or insensitive actions that may be intentionally or unintentionally offensive and are directed at individuals from marginalized groups.

The term "protected grounds" means the characteristics that an employer must not use as reasons to discriminate against an individual or group under human rights legislation. Sometimes called prohibited grounds, these include but are not limited to race, colour, creed, ethnic or national origin, religion, sex, gender identity, gender expression, sexual orientation, family status, marital status, age, and disability.

The term “unconscious bias” means the inclinations or assumptions that we all have that operate without our awareness and can include stereotypes and prejudices towards certain individuals or groups.

The term “barriers” means obstacles, conditions, policies, practices, attitudes, or activities that may prevent or limit equitable access to, participation in, or benefit from opportunities, resources, services, programs, spaces, or experiences.

The term “systemic factors” refers to institutional structures, policies, practices, cultural norms, and historical patterns that are embedded within an organization or society and that may create or perpetuate unequal and/or unfair outcomes for certain groups. These factors are often not solely the result of individual actions but rather arise from established systems that advantage some individuals while disadvantaging others, particularly those from historically marginalized communities.

Scope-

This policy applies to all AMS employees and volunteers.

Policy

1. Guidelines

1. The AMS is committed to observing and following relevant human rights, equity, and privacy legislation to prevent discrimination based on any protected grounds.
2. Employees and volunteers will not be negatively impacted by any actions or decisions related to hiring, compensation, promotion, benefits, job assignments, or company-sponsored programs or events due to a protected ground that they may have.
3. The AMS will make reasonable efforts to reduce barriers to participation in the workplace. Employees and volunteers may request accommodation, as outlined in the Accommodation Policy.
 - a. For further information and clarification, the employees and volunteers are encouraged to review the accommodation policy.
4. The AMS is committed to identifying, removing, and preventing barriers to accessibility in accordance with applicable legislation, including the Accessibility for Ontarians with Disabilities Act (AODA). This includes ensuring accessible communication, physical spaces, and digital content, wherever possible.

2. Cultural Competence and Humility

1. All employees, volunteers and stakeholders of the AMS must respect the differences of others and treat everyone with dignity and respect and are expected to engage in ongoing self-reflection and learning.
2. The AMS will strive to build a culturally responsive and inclusive workforce grounded in cultural competence and humility by providing training about equity, diversity, and inclusion, encouraging positive attitudes towards cultural differences, raising awareness of unconscious biases and the harmful effects of prejudice, discrimination, and microaggressions, and working to eliminate such aggressions in the workplace.
3. The AMS will actively and proactively work to identify, assess, and eliminate barriers and harmful behaviors in the workplace. This includes regularly reviewing policies, practices, and workplace culture, gathering employee and volunteer feedback and data, and taking timely, meaningful action to address inequities and prevent harm before it occurs.

3. Training

1. The AMS may use various training initiatives to foster cultural competencies and humility.
2. Every employee, volunteer, and manager will receive training around diversity, equity, and inclusion as part of their onboarding.
3. All training will be provided on Citation Canada.

4. Recruitment

1. The AMS is dedicated to recruiting and retaining a qualified workforce. By valuing a diverse workforce, the AMS is committed to hiring practices that are fair and equitable.
 - a. Please see the Hiring and Appointment Policy for more details regarding recruitment.
2. The AMS will periodically review recruitment practices and outcomes to identify and address potential barriers or inequities in hiring.

5. Succession Planning

1. The AMS is committed to developing and promoting staff fairly and equitably.
2. Development opportunities will be offered equitably among employees as they become available and when reasonably possible.
3. Personnel decisions will be made based on the qualifications and performance of employees and upon successful completion of the internal application process.

4. A protected ground will not be used against an individual in consideration for a promotion.

6. Complaint Process

1. If an employee or volunteer feels that this policy has been breached, they may file a written complaint with the Human Resources Office.
2. Attempts should be made to reach a resolution on an individual level or with the individual's direct manager before filing a formal complaint; however, if the individual does not feel comfortable approaching the individual or their manager about the matter, they may contact the Human Resources Officer directly.
3. The complaint will be reviewed, and every effort will be made to keep the details of the complaint confidential with the exception of the stakeholders who would need to know the details of the complaint in order to come to a resolution.
4. Occurrences of violence or harassment should be reported in accordance with the Harassment, Discrimination, and Violence Policy.
5. In the event there is a conflict of interest regarding the aforementioned, staff should reach out to the General Manager or the Executive.
6. Reprisal against any person for raising, in good faith, a concern related to violations of I-EDIAA principles, or against an individual who is supporting the complainant through the process of raising said concern, is prohibited.

Monitoring

Monitoring for compliance with this policy will be carried out by the Human Resources Office.

Responsibility and/or contact person	Human Resource Office
Approved by	Board of Directors
Date initially approved	August 28, 2022

Date last revised	September 16, 2026
Date of next review	Every two years, or when significant change dictates a need for revision.
Related policies, procedures, and guidelines	Standards of Performance, Harassment, Discrimination, and Violence Policy, Hiring and Appointment Policy, Accommodation Policy
Policies superseded by this policy	N/A