



EQUAL EMPLOYMENT OPPORTUNITY (POLICY #1-4)

Recognizing that our employees bring a rich and diverse background of skills, talents and experience, Catholic Community Services of York Region (CCSYR) offers equal employment opportunities to all individuals based on the principle of inclusivity. As an agency, we support the passing in 2005 of the Ontario Government's Accessibility for Ontarians with Disabilities Act (AODA) and welcome and encourage applications from people with disabilities.

Accommodations with no hardship to employer is available on request for qualified candidates who are invited for interviews and assessment.

CCSYR commits that all employment decisions will be based on merit. CCSYR will not discriminate based on race, ancestry, citizenship, creed, colour, religion, sex, ethnicity, sexual orientation, marital or family status, age, mental, physical characteristics, socio-economic factors, or any other characteristic protected by law.

Any employees with questions or concerns about any type of discrimination in the workplace are encouraged to bring these issues to the attention of their immediate manager or Human Resources. Employees can raise concerns and make complaints without fear of reprisal. Anyone found to be engaging in any type of unlawful discrimination will be subject to disciplinary action, up to and including termination of employment.

WORKPLACE ACCOMMODATION POLICY (POLICY #1-5)

It is the policy of CCSYR to have a duty to accommodate by finding work opportunities for employees wherever possible who have experienced an injury, or who have a known physical or mental impairment as defined under the Ontario Human Rights Code (OHRC). Every effort will be made to make accommodations, up to the point of undue hardship.

Periodic Review

If a reasonable workplace accommodation is implemented, the immediate manager or Human Resources will meet with the employee with disability to determine continuation, discontinuation, or modification of the workplace accommodation.

Responsibilities

Executive Director:

- Will ensure that CCSYR is in compliance with Accessibility for Ontarians with Disabilities Act (AODA), Occupational Health and Safety Act (OHSA) and Ontario Human Rights Act (OHRC) and our agency's Human Resources policies and procedures reflect these legislations accurately.
- Will ensure that our Human Resources polices and procedures are in compliance with the principles of employment equity.
- Will ensure that staff, Board of Directors, students and volunteers understand the Human Resources polices and procedures and are in compliance.

Managers

- Shall ensure no person is discriminated against employment, compensation, or promotion opportunities because of race, ancestry, country of origin, colour, creed, gender, sexual orientation, age, marital status, or visible/non- visible disability.

NOTE: The use of reference checks, and tests of aptitude, skill, and mental ability predictive of job performance, do not contravene this policy.

FAIR TREATMENT POLICY (POLICY #1-6)

CCSYR is committed to providing the best possible working conditions for its employees. Part of this commitment is encouraging an open and safe environment where employees can submit their concerns, complaint, suggestion, or question to CCSYR management and or



Human Resources for review and resolution.

CCSYR strives to ensure fair and honest treatment in accordance with the Ontario Human Rights Code (OHRC) of all employees. All employees are expected to treat each other with mutual respect and professionalism. Employees are encouraged to offer positive and constructive feedback to each other.

If employees disagree with established rules of conduct, policies, or practices, they can express their concern through the problem resolution procedure noted in this section below. No employee will be penalized, formally or informally, for voicing a concern or complaint with CCSYR in a reasonable, professional manner, or for using the problem resolution procedure.

If a situation occurs where an employee believes a condition of employment or a decision affecting them is unjust or inequitable, they are encouraged to make use of the following steps. The employee may discontinue the procedure at point in the process.

1. The employee presents the problem to his or her immediate manager after the incident occurs. The manager will respond to the employee within ten (10) business days and address the problem to the employee's satisfaction or;
2. If the manager's response does not resolve the problem, or if the manager is unavailable or the employee believes it would be inappropriate to contact that person, the employee may present the problem directly to Human Resources and/or the Executive Director, who will review and consider the problem and inform the employee of the decision. A copy of the written response will be placed in the employee's file. The Executive Director will have the final say in how the issue is resolved.
3. If the complaint remains unresolved after ten (10) business days from the time the



FOUNDED IN VALUES...REACHING OUT TO ALL

Executive Director has been notified, the employee's complaint may be presented in writing to the Chair of the Board of Directors for CCSYR.

Upon receipt of notification of the complaint, the Board Chair shall conduct a review of the complaint by meeting with the parties concerned. Written submissions from both parties must be submitted to the Board prior to the meeting. The Board Chair will respond to the complainant within thirty (30) business days.

Not every problem can be resolved to everyone's total satisfaction, but only through understanding and discussion can employees and management develop confidence in each other. This confidence and trust is important to the operation of an efficient and harmonious work environment and helps to ensure everyone's job security.

Review and update of AODA Policies

CCSYR is committed to maintaining up-to-date AODA policies. To ensure relevance and alignment with current regulations and organizational needs, the AODA policies will be reviewed every five (5) years.