## EMPLOYMENT EQUITY POLICY (for 100+ Employees)

[Organization Name] is committed to ensuring that it fulfils all of its employment obligations, specifically those outlined under the *Employment Equity Act*, the Act.

DEFINITIONS

Employment Equity: 

* Encourages the establishment of working conditions that are free from barriers, and
* Seeks to correct conditions of disadvantage in employment, and
* Promotes the principle that it requires special measures to accommodate differences for the 4 designated groups in Canada
* Source: [Government of Canada](https://www.canada.ca/en/employment-social-development/corporate/portfolio/labour/programs/employment-equity.html)

Designated Groups:

1. Women
2. Indigenous peoples
3. Persons with disabilities
4. Members of visible minorities

* Sourced from the [Act](https://laws-lois.justice.gc.ca/eng/acts/E-5.401/index.html).

POLICY

[Organization Name], as a federal-regulated employer with more than 100 employees has a responsibility to report annually to the Ministry of Labour on:

1. The representation of the four designated groups in the organization;
2. Employee occupational groups;
3. Employee salary ranges;
4. Number of employees hired, promoted, and terminated; and
5. The steps in the workplace we are taking to ensure full representation.

[Organization Name] will ensure that all employment equity information is shared and available both in hard copy on the message board and digitally shared via email to all employees.

Employment Equity Committee

[Organization Name] will establish an employment equity committee in order to ensure that it hears from various stakeholders while establishing an employment equity plan.

Employment Equity Barrier Analysis

[Organization Name] will conduct a barrier analysis of the workforce to verify internal data. [Organization Name] will use the Employment Equity Data Report to understand specific labour market details. This information will enable [Organization Name] to compare the reports with workplace representation and identify any gaps in representation.

This information will be gathered and presented to the committee so that a plan can be developed.

Employment Equity Plan

[Organization Name], along with the employment equity committee, will develop a plan to ensure employment equity in the workplace. The plan will encompass affirmative action measures and numerical goals and be signed and agreed upon by the committee.

Implementation and Launch of the Plan

When launching its employment equity plan, [Organization Name] will consider:

* What methods of communication will be used for the launch
* E.g., paper-based, digital, etc.
* What content needs to be available during the launch
* E.g., numerical results from the internal data survey, etc.
* The main point of contact for employment equity activities
* (Insert position title) will be the main point of contact
* Which mechanisms for monitoring and evaluating the plan will be used
* This will include additional data gathering
* How to align our business process to the employment equity plan
* This includes strategic planning in the organization
* When to create progress reports and how to communicate the results of progress reports
* E.g., alternative formats, etc.

Pay Transparency Measures

[Organization Name] will report its salary data in order to investigate any possible wage gaps in the workplace involving the designated groups as of June 1, 2022 (which will show the data for 2021). This information will be submitted online and once the results are known, [Organization Name] will ensure that employees in the workplace are informed of the results and what additional actions (if any) will be taken to bring the data in line.

This new salary data will include:

* Hourly rate wage gaps
* Bonus pay gaps
* Overtime pay gaps
* Overtime hours worked gaps

Continuing Activities

[Organization Name] will ensure the sustainability of its employment equity goals by putting into place a complaint process for employees that reaffirms its commitment to zero-tolerance for discrimination in the workplace. This complaint process will be the same one used for harassment in the workplace found in the Workplace Harassment Prevention Policy and in [Organization Name]’s Human Rights Policy.

All complaints of discrimination will be investigated and resolved.