## HIRING

The purpose of this policy is to define the processes [Organization Name] will implement to guarantee our hiring practices are fair, consistent, equitable, and comply with all relevant legislation such as the Nunavut Human Rights Act and the Nunavut Labour Standards Act.

POLICY

[Organization Name] is committed to ensuring equality and diversity in the workplace. We endeavor to hire the most suitable candidate for the position based on their qualifications and merit, regarding knowledge, skills, and experience. [Organization Name] will not discriminate against job applicants on any of the grounds protected by human rights legislation during any stages of the recruitment, screening, and hiring process.

All hiring managers of [Organization Name] will treat all job applicants with dignity and respect.

During the interview process, no questions will be asked that touch on any prohibited areas as outlined in the Nunavut Human Rights Act (such as age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, sex/pregnancy, family status, marital status, sexual orientation, gender identity, gender expression, and record of offences).

Reference checks may be completed for any candidate that is considered for hiring prior to making an employment offer, to validate credentials and the accuracy of information provided by the candidate during the recruitment and screening process.

Any employment offer will detail the terms and conditions of employment, including any further steps that the applicant must agree to complete to be eligible for employment (example: successful police records check).

Offers of employment will include a probationary period of [Insert Probationary Period e.g., 90 days] allowing both the employer and employee to trial the fit between the employee and the position, without any negative consequences.

Once the employment offer is signed by the employee and any additional agreed terms have been met, the new employee may begin work at the agreed upon date. New employees will receive orientation and training about key policies and safety issues that relate to their position or that are mandated by law.

[Organization Name] will ensure that any personal information collected during any stage of the recruitment and hiring process is retained in an appropriate manner and remains confidential.