

 DALHOUSIE UNIVERSITY Employment Equity Policy	<i>Policy Sponsor:</i> President	<i>Approval Date:</i> October 10, 2017
	<i>Responsible Unit:</i> Human Rights & Equity Services	<i>Amendments:</i>

A. Background & Purpose

Under Canada's *Employment Equity Act* and the Federal Contractors Program, as a federal contractor, Dalhousie is required to develop, implement, and monitor the progress of an employment equity policy and plan. Actions undertaken by Dalhousie to discharge that obligation and steps it takes to fulfill its commitment to employment equity generally are consistent with applicable provincial human rights legislation in that they seek to address systemic discrimination by improving the conditions of employment of disadvantaged classes of individuals.

Dalhousie is committed to employment equity and wishes to institute active measures to eliminate discrimination and to reverse the historic under-representation of Indigenous peoples (especially Mi'kmaq), members of racialized minority groups (especially historic African Nova Scotians), persons with disabilities, women and persons belonging to sexual orientation and/or gender identity (SOGI) minority groups within its workforce.

The purpose of this Policy is to identify institutional commitments to recognize and redress historical and current-day inequities experienced by certain groups in relation to employment at Dalhousie. It is also to identify institutional accountabilities and procedures for enacting and sustaining campus-wide strategic initiatives to achieve employment equity goals. More specifically, Dalhousie will seek to:

1. Remove barriers to and in employment by eliminating or modifying policies, practices, and systems that are not authorized by law;
2. Introduce positive policies and practices, as well as establish internal goals and timetables to achieve employment equity through hiring, training, promotion, and retention of members of Equity-Seeking Groups;
3. Improve the meaningful participation and engagement of Equity-Seeking Groups throughout Dalhousie; and
4. Improve workplace environments and climate for Equity-Seeking Groups through individual and organizational capacity building and ensuring timely responses to complaints of inequitable systems and practices.

B. Application

This Policy applies to all aspects of employment at Dalhousie, including, but not limited to, recruitment, interviewing, selection, hiring, training and professional development, career progression, promotion and tenure, transfers, terminations, salaries, benefits, and workplace conditions. It does not eliminate any other obligations Dalhousie may have under applicable human rights legislation nor does it displace its obligations under another policy or any applicable collective agreement.

C. Definitions

1. In this Policy:
 - a. “Designated Groups” means the groups designated under the Federal Contractors Program, as that list may be amended from time to time and which list currently includes Indigenous peoples, members of racialized minority groups, persons with disabilities (visible and invisible), and women.
 - b. “Dalhousie’s Employment Equity Plan” is a comprehensive strategy and action plan for achieving equity in employment at Dalhousie.
 - c. “Equity-Seeking Groups” means Designated Groups, groups made up of individuals who are members of sexual orientation and/or gender identity (SOGI) minority groups, and any other groups who experience barriers in employment that have been approved by the Employment Equity Council.
 - d. “Unit-Specific Employment Equity Plan” is a plan that is developed by an Academic or Administrative Unit within Dalhousie that seeks to achieve employment equity within the Unit. Each such Plan shall be consistent with and informed by Dalhousie’s Employment Equity Plan.

D. Policy

1. Dalhousie shall comprehensively address employment equity through the development and implementation of Dalhousie’s Employment Equity Plan and Unit-Specific Employment Equity Plans for each academic and administrative support unit.
2. Human Resources and any applicable selection/appointment committee shall ensure that all recruitment initiatives and practices around appointments are governed by the following Principles of Fair Consideration:
 - i. Units will use their best efforts to attract applicants from all Equity-Seeking Groups;
 - ii. Units will give preference to qualified self-identified candidate(s) from Equity-Seeking Groups;
 - iii. Candidates who do not self-identify as a member of an Equity-Seeking Group, will be selected only if it can be demonstrated that they are substantially better qualified for the position than any other qualified candidate who has self-identified as a member of an Equity-Seeking Group;

- iv. In the event that (a) there are qualified self-identified candidates from more than one Equity-Seeking Group and (b) some self-identified Equity-Seeking Groups are less well-represented in the applicable unit than others, a candidate from the less well-represented Group shall be given preference unless other candidate(s) are substantially better qualified for the position; and
 - v. In applying principles (i) to (iv), special consideration will be given to qualified candidates who self-identified as Mi'kmaq and/or historic African Nova Scotian.
3. The Employment Equity Council shall reflect a diverse representation of members from Equity-Seeking Groups among, with seats strategically designated for particular populations.
 4. Dalhousie's Employment Equity Plan and each Unit-Specific Employment Equity Plan shall be assessed annually to ascertain the progress made in achieving employment equity within Dalhousie's workforce and with respect to working conditions at Dalhousie.

E. Administrative Structure

1. Authority: This Policy is sponsored by and falls under the authority of the President.
2. Human Rights & Equity Services: Human Rights & Equity Services (HRES), in collaboration with Human Resources, is the unit responsible for the administration of this Policy.
3. Employment Equity Council: The Council is responsible for working through, and with, HRES to provide advice on the strategic planning, implementation, monitoring, and evaluation of this Policy and Dalhousie's Employment Equity Plan. The Council shall comprise:
 - a. Chair, to be selected from among the membership for a two to three year term,
 - b. Ex-officio representatives (5):
 - i. University Advisor & Assistant Vice-President, Equity & Inclusion
 - ii. Assistant Vice-President, Human Resources (or designate),
 - iii. Provost & Vice-President Academic (or designate),
 - iv. Vice-Provost, Student Affairs (or designate), and
 - v. President of the Dalhousie Student Union (or designate);
 - c. Employee group representatives (6):
 - i. Dalhousie Faculty Association (DFA),
 - ii. Dalhousie Professional Management Group (DPMG),
 - iii. Canadian Union of Public Employees (CUPE), Local 3912,
 - iv. Nova Scotia Government Employees Union (NSGEU), Local 77 (3 year term),
 - v. Nova Scotia Government Employees Union (NSGEU), Local 99 (3 year term), and
 - vi. Public Service Alliance of Canada (PSAC), Local 86001;
 - d. Equity-Seeking group representatives:
 - i. Indigenous Mi'kmaq employee representative (1);
 - ii. Historic African Nova Scotian employee representative (1);
 - iii. Sexual Orientation and/or Gender Identity (SOGI) minority employee representative (1);
 - iv. Dis/Abilities employee representative (1); and
 - v. Employee representative from any other Equity-Seeking Group approved by the Employment Equity Council.

4. Policy Review: This Policy will be reviewed in accordance with Dalhousie's Policy on Policies or earlier if deemed necessary by the President or Human Rights & Equity Services.

F. Procedures

1. Establishment of Employment Equity Council: The Employment Equity Council will be created through a call for nominations/applications and will normally meet four (4) times per year, generally twice in each of the fall and winter academic terms, or more frequently if required. The Council may develop terms of reference, which must be consistent with this Policy and approved by the Provost, in relation to the operations of the Council and calls for nominations/applications for membership on the Council.
2. Liaison between Employment Equity Council and Human Rights & Equity Services: The Employment Equity Council will collaborate and engage with Human Rights & Equity Services as required under this Policy through the University Advisor & Assistant Vice-President, Equity & Inclusion.
3. Development of Dalhousie's Employment Equity Plan: Human Rights & Equity Services will, in consultation with Human Resources, and in collaboration with the Employment Equity Council, develop, implement, and review annually Dalhousie's Employment Equity Plan.
4. Development of Academic and Administrative Unit-Specific Employment Equity Plan: Each Academic and Administrative Support Unit will, in collaboration with Human Rights & Equity Services, develop, implement, and review annually a Unit-Specific Employment Equity Plan.
5. Collection of Information: On an annual basis, Human Rights & Equity Services will obtain information on (1) the employment of employees who are members of Equity-Seeking Groups, by occupation and salary levels, in relation to all other Dalhousie employees and (2) the representation of Equity-Seeking Groups within the Canadian workforce which Dalhousie can reasonably expect to draw employees.
6. Workplace Environment and Supports: Human Rights & Equity Services will oversee the establishment of measures to ensure a respectful, inclusive, and equitable workplace environment and related supports to promote the meaningful engagement of employees who self-identify as members of Equity-Seeking Groups within Dalhousie. This will include, but is not limited to: information from consultations implemented by Human Resources with employees' representatives and bargaining agents, where applicable; information from Human Resources quality of worklife surveys conducted; and information from employment systems reviews conducted by Human Rights & Equity Services, in partnership with Human Resources.
7. Monitoring and Reporting Progress: Human Rights & Equity Services, in consultation with the Employment Equity Council, will develop and adopt measures and procedures to monitor and evaluate the progress and results made by Dalhousie with respect to employment equity using the information collected under paragraph 5 above and the measures developed pursuant to paragraph 6 above. The UA/AVP, Equity & Inclusion will submit an annual report to the Provost & Vice-President, Academic.