

DIVERSITY, EQUITY, AND INCLUSION POLICY

INTENT

Navacord is committed to building and fostering a fair and inclusive workplace which values diversity and encourages respect for dignity, beliefs, and ideas consistent with the principles outlined in all provincial human rights legislation within Canada. Navacord recognizes the value of identifying and removing barriers and promoting inclusion in the workplace. We demonstrate our commitment to this by providing a supportive work environment and a culture that welcomes and encourages equal opportunities for all employees.

SCOPE

This policy applies to all employees of Navacord. This policy is particularly relevant for employees who are in a position to make or influence decisions for the organization. Third parties who have business dealings with Navacord including contractors and vendors, are expected to comply with any provision of their contract related to diversity.

CORE PRINCIPLES

In keeping with our values of respect, accountability, community collaboration and integrity, Navacord will implement this policy in accordance with the following principles:

- Dignity – Employees are treated in a respectful manner.
- Equity – Employees will be provided the same access to programs, services, opportunities, and facilities as all employees.
- Inclusion – an inclusive culture where people can feel comfortable and confident to be themselves.

STANDARDS

Building a diverse and inclusive workforce at Navacord encourages employees to work together to help create a respectful and inclusive workplace and to deliver quality customer/client service that is reflective of the population.

DEFINITIONS

- *Prohibited Grounds*: The Code prohibits discrimination in employment on the following grounds: citizenship, race, place of origin, ethnic origin, colour, ancestry, disability, age, creed, sex / pregnancy, gender identity, gender expression, family status, marital status, sexual orientation, and record of offences.
- *Diversity*: is any dimension that can be used to differentiate groups and people from one another. It means respect for and appreciation of differences on the basis of a prohibited ground. Diversity is about the individual employee, it is about the variety of unique dimensions, qualities, and characteristics we all possess.

- *Inclusion*: Inclusion is about the collective culture in the workplace. It is about creating a culture that strives for equity and embraces, respects, and values differences.
- *Diversity and Inclusion*: When these two terms are combined, it adds another dimension to the terms. Diversity and Inclusion is about capturing the uniqueness of the individual, creating an environment that values and respects individuals for their talents, skills, and abilities to benefit the collective culture in the workplace.
- *Access*: People from diverse groups gaining equal opportunity to the use of goods, services, programs, facilities, public spaces, and participation in social, economic, cultural, and political life.
- *Equity*: is not limited to equal access to opportunities but equal benefits as well. It requires the removal of systemic barriers and the accommodation of differences so that individuals can benefit equally.
- *Barriers*: A barrier means anything that prevents a person with a disability from fully participating because of his or her disability. Generally, barriers fall into three areas: attitudinal/behavioral, procedural, and physical. Barriers that are usually hidden in the rules, procedures, policies, and operations of organizations that limit the access to goods, services, programs, facilities, and economic, social, and cultural participation of people from diverse groups. Barriers prevent underrepresented groups from maximizing their contribution to the workplace.
- *Discrimination*: is any practice or behavior which, whether intentional or not, treats people unequally or makes a distinction based on a prohibited ground (e.g., disability, sex, race, and sexual orientation) resulting in a disadvantage, an obligation, or a burden that other individuals or groups do not have. A decision to deny a benefit that relies on any of these grounds, unrelated to a person's abilities, is prohibited under the Code. Discrimination may result from the effect of applying general rules to everyone.
- *Systemic Discrimination*: patterns of policies, practices, and procedures that are part of the structures of an organization, and which create or perpetuate discrimination.
- *The Duty to Accommodate*: is an individualized process designed to improve equality and eliminate disadvantages experienced by individuals or groups related to a prohibited ground, to the point of undue hardship. Accommodation includes appropriate steps designed to the special needs of individuals and groups protected by the Human Rights Code. Accommodation is determined in consultation with the person requesting the accommodation.
- *Harassment*: is a course of comment(s) or conduct about a prohibited ground that a person knows or ought to know would be unwelcome. Harassment may result from one incident or a series of incidents.

RESPONSIBILITIES

Everyone shares the responsibility for creating a supportive and inclusive environment.

All Employees are accountable to:

- Foster a culture that embraces equity, diversity, inclusion, and belonging.
- Acknowledge and address any biases, underlying beliefs and values, assumptions, and stereotypes that inhibit opportunity in work and learning environments.
- Welcome, embrace, and foster positive, informed, and inclusive attitudes towards each other.
- Provide environments that are free of discrimination and harassment, and inclusive of all individuals.
- Ensure the inclusion of perspectives and voices of underrepresented groups in decision-making.

Management and Leadership are accountable to:

- Model the way by demonstrating commitment and action toward a more equitable, diverse, and inclusive community.
- Critically review institutional structures, systems, policies and procedures, and processes to address disadvantage and underrepresentation.
- Critically review documents, publications, and other works to ensure the use of inclusive and non-discriminatory language and images that reflect social and cultural diversity.
- Provide physical and virtual environments that are accessible, including but not limited to the equipment and resources within them.
- Create and sustain a welcoming environment in common spaces that reflects social and cultural diversity through signage, art, ceremonial spaces, language, and inclusive cultural practices and protocols.

COMPLIANCE

All employees are expected to understand equity, diversity, and inclusion and are responsible for the implementation of such within their scope of influence and authority. Navacord requires employees to comply with all relevant legislation related to human rights and employment equity.