

## EMPLOYMENT EQUITY

**University Policy No:** HR6100  
**Classification:** Human Resources  
**Approving authority:** Board of Governors  
**Effective date:** September, 2011  
**Supersedes:** September, 2002  
**Last Editorial Change:**  
**Mandated review:**

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### PURPOSE

- 1.00 The University of Victoria is committed to providing an environment which protects and promotes the human rights and affirms the dignity of all persons, including those of diverse backgrounds and needs, and which provides equitable access to employment opportunities. The University recognizes that it will benefit from a workforce that reflects the rich diversity of Canadian society.

### DEFINITIONS

*For the purposes of this policy:*

- 2.00 **Administrative Authority** means individuals with administrative responsibility for units including but not limited to, Vice Presidents, Deans, Executive Directors, Chairs, Directors and other unit heads.
- 3.00 **Accommodation** – appropriate measures to assist an individual, who has demonstrated a need for such a measure, in performing or fulfilling the substantive duties of a job.
- 4.00 **Designated Groups** as defined in the *Employment Equity Act* and Federal Contractors Program are women, Aboriginal Peoples, persons with disabilities and members of visible minorities.
- 5.00 **Unit** means academic or administrative areas at the university, including but not limited to: faculties, divisions, departments, schools, offices, centres and the university's libraries.

### SCOPE/JURISDICTION

- 6.00 This policy applies to the university's employment systems and practices.

## **POLICY**

### General Principles

- 7.00 In accordance with the BC *Human Rights Code* and the Federal Contractors Program, the university has established an employment equity program in order to identify and remove artificial barriers to equity in employment for members of Designated Groups. In addition, the university will endeavour to create an inclusive and welcoming environment for members of any group protected by the Human Rights Code.
- 8.00 Specifically, the university will undertake measures in its employment equity program to:
- ensure that everyone is treated fairly with respect to all aspects of employment, including recruitment and hiring, training and promotion, retention and accommodation in the workforce;
  - improve the participation rate of members of Designated Groups in all jobs and at all levels where they are under-represented, and achieve a workforce representative of the qualified labour force;
  - promote employment practices which achieve equity and access for all.

### Implementation

- 9.00 In order to achieve employment equity the university will:
- ensure that university policies, practices and procedures promote accessibility, equity and diversity;
  - provide guidance to Units on the integration of equity planning, implementation and reporting into existing cycles of academic and service planning. Equity initiatives should address issues related to recruitment and hiring, training and promotion, workplace environment, retention and accommodation;
  - review, monitor and report on the achievement of equity for members of the four Designated Groups.

\* As is the case with other university policies, the university provides human and financial resources necessary to implement and achieve the goals of the policy.

- 10.00 The university's goal of a diversified workforce across all ranks, job levels and classifications will be achieved within a framework of merit, inclusion, respect, and a climate free of discriminatory barriers.
- 11.00 Employment equity initiatives will continue to be developed and reviewed in consultation and collaboration with the administration, employee associations and unions, and designated group members and in accordance with university policies, regulations and collective and framework agreements.

### Accountability

- 12.00 It is the responsibility of everyone employed by the university to apply the principles of employment equity.
- 13.00 All individuals in positions of responsibility and having the authority to make or influence employment decisions are responsible for ensuring that this policy is communicated and consistently applied throughout their area of jurisdiction.
- 14.00 The Director of Equity and Human Rights has the responsibility of working with Administrative Authorities and the university community to advance goals for equal rights and opportunities. The Director reports to the President and the University Secretary.

### **AUTHORITIES AND OFFICERS**

- i) Approving Authority: Board of Governors
- ii) Designated Executive Officer: President
- iii) Procedural Authorities: President
- iv) Procedural Officer: University Secretary

### **RELEVANT LEGISLATION**

*BC Human Rights Code*  
*Employment Equity Act*

### **RELATED POLICIES AND DOCUMENTS**

Federal Contractors Program

[University of Victoria Strategic Plan](#)  
[University of Victoria Employment Equity Plan](#)  
[Human Rights, Equity and Fairness policy \(GV0200\)](#)  
[Discrimination and Harassment policy \(GV0205\)](#)  
[Employment Accommodation Policy \(HR6115\)](#)

Faculty Framework Agreement  
[UVic/CUPE Local 951 Collective Agreement](#)  
[UVic/CUPE Local 917 Collective Agreement](#)  
[UVic/CUPE Local 4163 Components 1 and 2 Collective Agreement](#)  
[UVic/CUPE Local 4163 Component 3 Collective Agreement](#)  
[UVic/PEA Collective Agreement](#)