

 HUMAN RESOURCES POLICIES		Section #	Policy #
		I	42
		Approval Date: February 7, 2018	Revision Date:
Title:	Diversity, Equity and Inclusion		
Responsibility:	Citizen Service	Approval Level:	Council
Applies to:	All Regional Staff and Volunteers		

Policy Statement:

The Regional Municipality of Waterloo (the “Region”) is committed to embedding the principles of equity and inclusion into the way the Region does business, delivers service and provides opportunities.

Definitions:

“Diversity” is the range of characteristics that make individuals unique. These characteristics include, but are not limited to, dimensions such as national origin, ancestry, language, race, color, disability, ethnicity, gender, age, religion, sexual orientation, gender identity, socioeconomic status and family structures.

“Inclusion” is creating an atmosphere that promotes a sense of belonging where everyone feels respected and valued for their uniqueness. In an inclusive environment each person is recognized and developed, and their skills are routinely tapped in to. In an inclusive environment people are valued because of, not in spite of, their differences so everyone can fully participate and thrive.

“Equity” is a distinct process of recognizing differences that are inherent within individuals in order to achieve equality in all aspects of an individual’s life. When people are treated equitably, they are recognized for their visible and invisible differences.

“Discrimination” is treating someone unfairly by either imposing a burden on them, or denying them a privilege, benefit or opportunity enjoyed by others, because of their race, citizenship, family status, disability, sex or other personal characteristics.

Operating Principles:

The Diversity, Equity and Inclusion Policy adheres to the *Ontario Human Rights Code*, the *Canadian Human Rights Act*, the *Employment Equity Act* and the *Accessibility for Ontarians with Disabilities Act*. This Policy will be implemented according to the following principles.

- 1) All employees, customers and volunteers of the Region of Waterloo will be treated with dignity and respect.
- 2) The Region of Waterloo will make all reasonable efforts to identify, prevent and remove barriers to services, programs and opportunities.
- 3) Discrimination is prohibited in the workplace, in the provision of goods, services, and facilities to the public and the administration of contracts as defined by human rights legislation.
- 4) Region of Waterloo facilities will strive to be safe, welcoming and inclusive for diverse staff and members of the community.
- 5) The Region will strive to create an inclusive organizational culture where diverse employees feel valued for their knowledge and skills.
- 6) The Region will make all reasonable efforts to accommodate employees in the workplace as stipulated under the Ontario Human Rights Code, the Workplace Safety and Insurance Act, the Employment Standards Act, and the Accessibility for Ontarians with Disabilities Act.
- 7) The Region will strive to create an environment where personal accountability and self awareness are expected and harassment and discrimination are not tolerated.
- 8) Principles of equity and inclusion will be embedded in Region of Waterloo's education, training and professional development for staff.

9) The Region will strive to identify, prevent and remove barriers to participation in public feedback processes to ensure that diverse communities and individuals have opportunities to be meaningfully engaged.

10) The Region will maintain a multi-year Diversity, Accessibility and Inclusion plan and report on progress annually to ensure the ongoing identification, prevention and removal of barriers. The Diversity, Accessibility and Inclusion plan will be informed by evidence, community, and internal input.

Review Period:

This policy shall be reviewed once per Council term and will be revised in light of any legislative or organizational changes.

Monitoring:

The Manager, Client Experience and Service Improvement, shall be responsible for receiving all concerns or questions related to this policy. Upon receipt of a concern or question the Manager, Client Experience and Service Improvement shall notify the staff member responsible and, if appropriate, the Department Head and Director responsible for the area, or in the case of Regional Council, the Regional Chair.

See Also:

Human Resources Policy: Workplace Harassment Prevention (I-13)

Human Resources Policy: Equal Employment Opportunity (I-07)

Human Resources Policy: Breastfeeding Accommodation (I-37)

Human Resources Policy: Accommodation in the Workplace (I-40)

Human Resources Policy: Religious Observance Leave (III-35)

Human Resources Policy: Workplace Violence Prevention (IV-15)

Accessibility Policy 10.3: Standards for Accessibility

Region of Waterloo Diversity and Inclusion Strategy

[Canadian Charter of Rights and Freedoms](#)

[Human Rights Code, RSO 1990, c. H.19](#)

[Employment Equity Act, S.C., 1995, c.44](#)

[Accessibility for Ontarians with Disabilities Act, 2005 S.O. 2005 c.11](#)

[Integrated Accessibility Standards Regulation Ont. Reg 191/11](#)