

## Human Resources Policy Manual

### Title: Creating an Inclusive Environment

<b>Women's College Hospital</b>		<b>Policy No:</b>	3.10.008
<b>Title</b>	Creating an Inclusive Environment	<b>Original:</b> (mm/dd/yyyy)	October 24, 2013
<b>Category</b>	Human Resources	<b>Reviewed:</b> (mm/dd/yyyy)	March 4, 2016
<b>Sub-category</b>	Corporate	<b>Revised:</b> (mm/dd/yyyy)	
<b>Issued by:</b>	Human Resources		
<b>Approved by:</b>	Senior Leadership		

### Policy Statement:

Women's College Hospital supports a barrier free environment that respects individual dignity and legislative requirements. At WCH it is our policy and practice that no employee will be denied access to employment opportunities for reasons related to race, ethnic origin, place of origin, religion or creed, language, gender, sexual orientation, age, physical and mental abilities, socio-economic, marital and employment status. All WCH employees with the required skills and ability and will have access to the fullest opportunities to develop individual potential. During employment, it is the commitment of WCH that differences between people must be respected and accommodated in accordance with human rights legislation. Finally, WCH will promote a climate favourable to the successful integration of all groups protected under human rights legislation, and in particular those which traditionally have been under-represented including women, persons with disabilities, aboriginal peoples, visible minorities and members identified within LGBTQ,

### APPLICATION

This policy applies to all employees, physicians, volunteers, those working under contractual agreements with the Hospital, students and others carrying on business on behalf of the Hospital. Provisions in collective agreements for union employees will prevail.

## RESPONSIBILITIES

1. The Hospital will review policies, practices and employment systems on an ongoing basis to ensure that they are free from unintended rules or procedures that wrongly discriminate against any individual. The review will encompass all human resources practices including, but not limited to, recruiting, hiring, training, succession planning, professional development, promotion, retention, job classification and evaluation, salary administration, discipline and termination.
2. It is the responsibility of all individuals to support practices in the workplace that respect diversity amongst staff and the patients and families we serve.
3. Training designed to increase awareness around diversity, equity and creating a barrier free work environment is mandatory and shall be included in the orientation of all new hires.

## PROCEDURE

1. The Human Resources Department will investigate all complaints of failing to respect diversity in the workplace. The Human Resources Department will take such steps as may be required to resolve the matter.
2. Complaints made in bad faith or complaints that are vexatious in nature will lead to discipline.
3. Any allegation of failing to respect diversity in the workplace will be treated confidentially. Information that must be shared will be disclosed on a 'need-to-know' basis.
4. The name of the complainant or the circumstances of the complaint will not be disclosed to any person except where disclosure is necessary for the purpose of investigating the complaint.

## References:

Code of Conduct  
Risk Management Policy  
Conflict of Interest Policy  
Health and Safety Policy  
Rights and Responsibilities  
Discrimination and Harassment Policy  
Employee Incidents and Reporting Policy  
Workplace Violence