

DIVERSITY MANAGEMENT POLICY

CONTENTS

- 1.0 PREAMBLE**
- 2.0 DEFINITIONS**
- 3.0 SCOPE**
- 4.0 OBJECTIVES**
- 5.0 ACCOUNTABILITY**

1.0 PREAMBLE

The Halifax Regional School Board is committed to achieving a qualified workforce that reflects the diverse communities it serves and a work environment of inclusion and respect.

To achieve its Diversity Management goals, the Board will:

- adopt an affirmative action approach to recruit, hire and promote underrepresented groups as identified by the board's most current Workforce Survey
- implement a comprehensive and strategic approach to diversity management to achieve its employment equity goals and a work environment of respect
- implement practices to ensure that all employees and job applicants are treated without prejudice and discrimination on any grounds prohibited by the Nova Scotia Human Rights Act.

2.0 DEFINITIONS

Aboriginal People – Persons who identify themselves to be First Nations, Inuit, or Métis

Affirmative Action – Any plan or program designed to remove barriers to underrepresented groups, including but not limited to, Aboriginal people, African-Nova Scotia people, ethno-cultural people, women, and people with disabilities.

African Nova Scotian – Persons who identify themselves to be of African descent or ancestry resident in Nova Scotia.

Diversity Management – Acknowledging and valuing the similarities and differences of all staff and students when planning programs, policies, procedures and assigning resources.

Discrimination – Unfavourable treatment based on indicators such as, but not limited to, ability, age, ancestry, class, education, ethnicity, gender, race, physical characteristics and sexual orientation.

Employment Systems – Policies and practices used to attract, select, train, promote and compensate employees; establish and define the jobs; and determine the conditions of employment at the workplace.

Employment Equity – Comprehensive planning process designed to identify and eliminate discrimination in employment practices, policies, procedures and remedy the effects of conscious or unconscious systemic barriers.

Ethno-cultural People – Any individual or group of individuals who differ from the majority because of their racial, linguistic or cultural characteristics, their system of beliefs and their will to protect their cultural identity.

Persons with Disabilities – Persons who, for the purposes of employment, identify themselves or believe that an employer is likely to consider them to be disadvantaged due to long-term or recurring physical, mental, sensory, psychiatric, or learning impairment.

RCH – The acronym for race relations, cross cultural understanding and human rights.

Sexual Orientation – Personal attraction and/or relationship, including but not limited to, bisexual, gay, heterosexual, lesbian, transgender, transsexual, two-spirited, or questioning.

Systemic Barrier – A conscious or unconscious hindrance or obstruction in formal or informal policies, practices and procedures that result in the exclusion of individuals or groups of people with shared identities.

Underrepresented Groups – Numerical minorities in the workplace, including but not limited to, Aboriginal people, African-Nova Scotian people, visible ethno-cultural people, women, people with disabilities.

3.0 SCOPE

- 3.1 This policy applies to all employees and anyone who applies for work within the Halifax Regional School Board.
- 3.2 All sections of this policy will be applied in a manner subject to the terms and conditions of all relevant Collective Agreements.

4.0 OBJECTIVES

This policy is designed to:

- 4.1 develop, implement and support a comprehensive and strategic approach to diversity management (planning, programs, resources, communications, training and development, reporting and monitoring) to achieve employment equity goals;
- 4.2 create an environment of inclusion and respect through support for positive race relations, cross-cultural understanding and appreciation for human rights among employees;
- 4.3 create an environment where individuals seeking employment, training or career advancement opportunities within the Halifax Regional School Board will not be disadvantaged or discouraged by attitudinal or systemic barriers;
- 4.4 ensure a process of affirmative action in all the board's practices dealing with employees and applicants for positions within the Halifax Regional School Board.

5.0 ACCOUNTABILITY

- 5.1 The Superintendent of the Halifax Regional School Board is accountable for:
 - 5.1.1 establishing an overall planning process, setting priorities and approving strategies for diversity management;
 - 5.1.2 approving a board Diversity Management Plan, and
 - 5.1.3 approving the appointment of members to the Halifax Regional School Board's Diversity Management Committee.
- 5.2 Overall implementation of this policy will be joint responsibility of the Board Services and Human Resource Services Departments.
- 5.3 The Superintendent will develop and issue procedures in support of this policy.

DIVERSITY MANAGEMENT PROCEDURES

CONTENTS:

- 1.0 CURRENT AND ACCURATE DATA
- 2.0 STRATEGIC PLANNING AND MANAGEMENT
- 3.0 REGULAR REPORTING AND MONITORING
- 4.0 COMMUNICATION
- 5.0 ON-GOING TRAINING AND DEVELOPMENT

1.0 CURRENT AND ACCURATE DATA

- 1.1 **Workforce survey** – A *Workforce Survey* (Appendix A) will be provided to new employees upon appointment by the Human Resources representative. The Halifax Regional School Board’s Diversity Management Coordinator will maintain the survey results as confidential information.
- 1.2 **Workforce Profile** - Information obtained through the *Workforce Survey* will be used by the Board’s data analyst to develop workforce profile reports for each department.
- 1.3 **Employment Systems Review** - Every five years, the Halifax Regional School Board’s Diversity Management Coordinator will conduct a comprehensive review of the Board’s employment systems. The purpose of this review will be to identify and remove barriers to employment, retention and advancement for employees of designated groups, and identify priorities for improvement.

2.0 STRATEGIC PLANNING AND MANAGEMENT

- 2.1 Senior Staff will develop a five-year Diversity Management Plan (Appendix B) using information from the workforce profile and employment systems review.
- 2.2 The plan will identify goals and strategies designed to improve the representation of underrepresented groups and support efforts to encourage workplace culture that is inclusive and respectful.
- 2.3 The Diversity Management Plan will include,
 - 2.3.1 Short and long-term strategic goals
 - 2.3.2 A reasonable timetable for achieving the goals
 - 2.3.3 Details regarding the department’s plan for reaching its goals
 - 2.3.4 Information on how the department will measure its progress
- 2.4 Senior Staff will identify the required human and fiscal resources to implement the plan through the board’s annual business planning process.

3.0 REGULAR REPORTING AND MONITORING

- 3.1 The Diversity Management Coordinator will submit a workforce profile to each Director annually.
- 3.2 Senior Staff members will provide relevant information to the Superintendent to be included in the Diversity Management Plan Progress Report.
- 3.3 The Superintendent will submit an annual progress report to the Halifax Regional School Board.

4.0 COMMUNICATION

- 4.1 The Board's communications department will work with all departments, as required, to assist in the development and implementation of communication plans to support board and department level diversity management goals.
- 4.2 Directors will provide timely communication and professional development to employees, as required, to support board and department level diversity management goals.
- 4.3 The Annual Progress Reports will be posted on the Halifax Regional School Board's website.

5.0 ON-GOING TRAINING AND DEVELOPMENT

- 5.1 The Diversity Management Coordinator will provide professional development sessions, on an as needed basis, for senior staff, central staff and school administration to support the equity goals.
- 5.2 Directors will provide opportunities for employees, as required, to participate in professional development related to board and department level diversity management goals.

Appendix B

Diversity Management Plan

The Halifax Regional School Board is committed to achieving a qualified workforce that reflects the diverse communities it serves and a work environment of inclusion and respect.

To achieve its Diversity Management goals, each Department in the board will develop a Diversity Management Plan. These plans will inform a board-level Diversity Management Plan. It is expected that the collective actions of staff in each department will facilitate the board's ability to meet its Diversity Management goals:

- create an environment of inclusion and respect through support for positive race relations, cross cultural understanding and appreciation for human rights among employees;
- create an environment where individuals seeking employment, training or career advancement opportunities within the Halifax Regional School Board will not be disadvantaged or discouraged by attitudinal or systemic barriers;
- ensure a process of affirmative action in all the board's practices dealing with employees and applicants for positions within the Halifax Regional School Board; and
- develop, implement and support a comprehensive and strategic approach to diversity management (planning, programs, resources, communications, training and development, reporting and monitoring) to achieve employment equity goals.

Department:
Start and End Date of Plan:
Current Status of Diversity in Our Department (list all relevant data to document strengths and challenges)
Summary of Priorities for Improvement

Goal #1		
Employee Systems Addressed by this Goal		
<input type="checkbox"/> Recruitment	<input type="checkbox"/> Selection	<input type="checkbox"/> Retention
<input type="checkbox"/> Professional Development	<input type="checkbox"/> Workplace Conditions	
Strategies	Responsibility	Timeframe
Measures of Success		
Communication Strategies		
Resources Required		
Goal #2		
Employee Systems Addressed by this Goal		
<input type="checkbox"/> Recruitment	<input type="checkbox"/> Selection	<input type="checkbox"/> Retention
<input type="checkbox"/> Professional Development	<input type="checkbox"/> Workplace Conditions	
Strategies	Responsibility	Timeframe
Measures of Success		
Communication Strategies		
Resources Required		
Annual Progress Report		Date:
Annual Progress Report		Date:
Annual Progress Report		Date: