

Inclusive Hiring

References: *Alberta Human Rights Act* RSA 2000, c A-25.5

Cross-reference: GOV-002-038 Diversity and Inclusion
HUM-001-034 Employee Total Rewards

Policy Statement

Strathcona County is committed to attracting a diverse, engaged, and talented workforce through hiring strategies that are competitive, inclusive, and provide equitable opportunities for participation.

Purpose

The purpose of this Policy is to provide a framework for Strathcona County to develop, implement, and maintain hiring strategies that are aligned with the guidelines in this policy.

Definitions

Applicant – an individual who has applied for a job with Strathcona County.

Barrier – formal and/or informal policies, practices and attitudes that inhibit or prevent people from participating in activities or processes they might otherwise be interested in pursuing.

Inclusive Hiring – creating processes and access to employment opportunities that enable a diverse pool of Applicants to be considered.

Reasonable Accommodation – adjusting or modifying a job application process or a work environment to enable a qualified individual to be considered for a job without imposing Undue Hardships on the organization.

Undue Hardship – an accommodation that would create onerous conditions for an employer.

Guidelines

Strathcona County will ensure Inclusive Hiring strategies, practices, and processes are developed, implemented, and maintained within the following guidelines:

1. **Inclusive Hiring practices** – Strathcona County strives to reduce Barriers in hiring practices, including application processes, job interviews, tests, and pre-employment checks to ensure they are job-related and unbiased.
2. **Reasonable Accommodation** – Reasonable Accommodation will be provided to support the consideration and/or hiring of any qualified Applicant,

regardless of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression, sexual orientation, and/or any other criteria protected by prohibited grounds legislation.

3. **Meaningful work for meaningful pay** – Strathcona County strives to offer meaningful employment opportunities that encourage diverse participation in the workforce. Pay will be aligned with HUM-001-034 Employee Total Rewards.
4. **Community partnerships** – Strathcona County will focus on building and maintaining meaningful community partnerships with organizations as appropriate to enable effective implementation of this policy.

Policy Record

Date of Approval by Council: May 12, 2020

Resolution No: 2020/188

Next Review Date: May 12, 2023

Policy No: HUM-001-038

Last Review Date: May 12, 2020

Replaces: N/A

Administrative Review: Human Resources