Job Advertisement Non-Discrimination Guidelines & Policy (Québec Version)



Introduction: How to Use This Tool

Human rights laws ban employers from posting job ads that express a limitation, specification or preference based on gender, age, race, religion and other protected grounds. Unfortunately, complying with these rules is trickier than it seems and it's easy to indicate forbidden preferences without meaning to do so. That's why you should implement a written policy to prevent inadvertent discrimination and ensure that your ads do justice to your organization's commitment to equal opportunity. Here's a model based on the Québec Charter.

JOB ADVERTISEMENT NON-DISCRIMINATION GUIDELINES & POLICY (QUÉBEC VERSION)

1. **Policy Statement**

ABC Company is an equal opportunity employer committed to diversity in which the inherent worth and dignity of every person is recognized, respected and value and where hiring decisions are made on the basis of individual merit without regard to a person's race, colour, sex, gender identity or expression, pregnancy, sexual orientation, civil status, age (except as provided by law), religion, political convictions, language, ethnic or national origin, social condition, handicap or use of any means to palliate a handicap, in accordance with the Québec *Charter of Human Rights & Freedoms.*

2. **Purpose**

ABC Company recognizes that advertising of available job openings is a key element in achieving these values. Accordingly, we have adopted the following Policy to ensure that the creation and posting of job ads implements and reflects the Company's commitment to diversity and non-discrimination.

3. **Guidelines for Job Advertisements**

Job advertisements must:

a. Clearly describe the available position and application process;

b. Use language that is inclusive and unbiased including but not limited to use of

gender-neutral rather than gender-specific terms as illustrated by the below examples:

Don’t Use	Do Use
Waiter or waitress	Wait staff or server
Stewardess or steward	Flight attendant
Salesman	Salesperson
Handyman	Maintenance person
Foreman	Supervisor
Seamstress	Needleworker
Meter maid	Parking enforcement officer
Lumberjack	Logger, forester
Longshoreman	Stevedore
Journeyman	Experienced tradesperson
Headmaster	Principal
Mail man	Letter carrier, mail carrier

c. Describe the essential responsibilities and qualifications of the job;

d. List the criteria that ABC Company will use to evaluate applicants;

e. Specify a salary or include the statement “Salary is commensurate with experience and qualifications;”

f. Provide specific application instructions or requests for accompanying documents and materials; and

g. List the following statement: “This position is open to all qualified applicants, including men, women, persons with disabilities, members of visible minorities, Aboriginal persons and other groups protected by human rights laws. ABC Company is an equal opportunity employer that hires on the basis of merit.”

4. **Pre-Posting Review**

All job advertisements must be reviewed by the ABC Company HR department before they are placed or posted to ensure they meet the guidelines set forth in Section 3 above.

5. **Placing & Posting Job Advertisements**

Best efforts will be made to publish job advertisements as widely as possible to attract the most qualified and diverse pool of candidates, which may include utilizing both conventional and alternative media of interest to minority groups.