Equal Employment Opportunities Policy



HR managers in any part of the country can adapt this Model Policy for use at their own workplace.

1. **COMPANY COMMITMENT**

ABC Company is committed to the principle of equal employment and advancement opportunity for all employees and potential employees, along with a discrimination- and harassment-free workplace environment.

It is the policy of *ABC Company* not to discriminate against any employee or applicant on the basis of age, race or colour, ancestry, ethnic origin, nationality of origin, religion or belief, disability, sex or gender identity, sexual orientation, pregnancy or childbirth, family or marital status, personal or family medical or genetic history, or pardoned conviction. All individuals have the right to be free from discrimination or harassment on these grounds under the *Canadian Human Rights Act*.

ABC Company's employment and workplace decisions will be based on company needs, job requirements and individual job qualifications and skills. *ABC Company* will comply with provincial and federal legislation relating to equal employment opportunities and employment equity. We will work cooperatively with government and community organizations to take affirmative action to ensure employment equity and advancement opportunities for everyone.

2. **RELEVANT ACTIVITIES**

This policy applies to activities including, but not limited to:

- recruitment and employment (including recruitment ads and postings, application forms, and the interview and hiring process);
- promotion or demotion;
- transfer;
- compensation (including wages and benefits);
- selection for training and apprenticeship;
- workplace harassment; and
- layoff or termination.

3. **COMPANY AND EMPLOYEE RESPONSIBILITIES**

[CONTACT] is ABC Company's Equal Employment Opportunity Officer and is responsible for planning, implementing and monitoring our equal opportunity program, and undertaking employment equity-related decisions and activities.

All ABC Company personnel who are responsible for hiring and promoting employees and developing and implementing workplace programs and activities must also support the equal opportunity program and provide leadership in all employment equity-related goals and initiatives.

*ABC Company is welcoming of diversity and is committed to creating an inclusive, respectful, discrimination-*free environment for all employees in all our activities. It is expected that all employees will contribute to such an environment by encouraging and participating in non-discriminatory practices as well.

4. **QUESTIONS OR CONCERNS**

For clarification on any aspect of this policy, contact [CONTACT INFO].

To file a complaint about an incident of discrimination, contact [CONTACT INFO].

Signed: _____ President/CEO Date: _____

The ABC Company Equal Employment Opportunity Policy should be consulted whenever there are concerns about discrimination in the workplace.