



<p>POLICY:</p> <p style="text-align: center;"><b>Employment Equity</b></p>		<p>POLICY NUMBER:</p> <p style="text-align: center;"><b>PS-2-4</b></p>
		<p>PREVIOUS/REPLACES:</p> <p style="text-align: center;"><b>Employment Equity</b></p>
<p>APPROVED BY:</p> <p style="text-align: center;"><b>Executive Council</b></p>	<p>EFFECTIVE DATE AS OF:</p> <p style="text-align: center;"><b>August 10, 2021</b></p>	<p>PRIOR VERSIONS:</p> <p style="text-align: center;"><b>March 13, 2017</b> <b>November 2, 2015</b> <b>May 21, 2009</b></p>

**1. Policy Statement:**

The Manitoba Institute of Trades and Technology (to be referred to as MITT) is committed to the principles of equity and diversity in the workplace. MITT will actively promote equal opportunity and equitable representation in all employment decisions and ensure that all persons will have open and unhindered access to employment opportunities free from artificial barriers. MITT believes that a diverse workforce brings new and varied perspectives to the workplace.

Employment equity involves hiring the best qualified person available for the position, while ensuring a fair and equitable hiring process for all persons. MITT will identify and remove systemic barriers to employment opportunities. MITT will make all employment positions including selection, promotion and professional development opportunities based on merit and individual achievement.

Within this context, MITT shall focus on increasing the participation rate and advancement of qualified candidates from the following five groups which have traditionally been under-represented:

- Women
- Indigenous peoples
- Persons with disabilities
- Visible minority groups
- Persons of minority sexual orientations

Employment equity works to change the composition of a workforce so it better reflects that of a society. Employment equity is not the hiring of a less qualified candidate over a better qualified one.

An important goal of employment equity is the enlargement of the pool of appropriately qualified candidates by encouraging applications from a broader/diverse range of persons, and all candidates within this pool then compete for the position. Through competition, where a group of finalists are deemed similarly qualified, MITT will give preference to candidates from traditionally under-represented groups.

**2. Scope:** This policy applies to all MITT employees.



**3. Procedure:**

All employment advertising will indicate that MITT is committed to an employment equity practice that achieves a workforce reflective of the community at large. The hiring process will provide an opportunity for all applicants to identify themselves if applicable as a member of an under-represented group.

MITT will provide reasonable accommodation to qualified individuals within the designated groups. What constitutes a reasonable accommodation will be determined on a case-by-case basis.

People Services will establish procedures to monitor the progress and results.

**4. Administration:**

The Director, People Services and Organizational Development is responsible for ensuring this policy is adhered to.

**5. Review:**

This policy will be reviewed by Executive Council every 5 years.

**6. Reference:**

**Legislation:**

*Employment Equity Act (federal legislation)*

*Human Rights Code (Manitoba)*

*The Accessibility for Manitobans Act*

**Policies:**

Accessible Customer Service Policy

Code of Conduct and Staff Ethics Policy

Hiring Policy - Recruitment

**7. Definitions:**

**Reasonable Accommodation:**

Reasonable accommodation means that as much as possible employers must design employment procedures, policies and standards to reflect the needs of all workers. Employers are exempt from this requirement only where they can establish that the accommodation would create an undue hardship in the form of a significant safety risk, a significant disruption to business, or a significant expenditure of funds.