

Smithers Community Radio Society
HUMAN RESOURCES AND EMPLOYMENT POLICY

1- Equity and Diversity

OUR COMMITMENT

The **Smithers Community Radio Society – CICK** (hereafter *referred to as CICK*) is committed to providing a workplace where the dignity and self-esteem of every worker/volunteer is respected. The Radio Station upholds the right of every person to be free from harassment and discrimination of any kind in the station.

This Human Resources and Employment Policy applies to all CICK employees, including full-time, part-time, temporary and casual employees, summer students and volunteers (collectively, “Workers”) while in the workplace, on radio premises, or during work-related and/or social functions.

1- EQUITY AND DIVERSITY POLICY OBJECTIVES

The main objectives of this policy are:

1. To eliminate barriers in the workplace and to foster a work environment that respects people’s dignity, ideas and beliefs; and

2. To promote employment equity, diversity and inclusiveness in the workplace.

CICK demonstrates its commitment to equity, diversity and inclusiveness by providing a supportive work environment and culture that welcomes members of designated groups. Under human rights and other legislation in Canada, it is generally against the law to discriminate on the basis of race, sex (including pregnancy), colour, gender, gender identity, gender expression, age, national or ethnic origin or ancestry, religion, marital status, family status, disability and sexual orientation. Some provincial laws prohibit or protect discrimination on additional grounds, such as political beliefs and criminal convictions.

CICK does not condone any form of discrimination. CICK endorses and embraces all applicable human rights and accessibility legislation. This policy prohibits discrimination in the workplace.

RESPONSIBILITIES

Station Manager, Board Directors and Station Staff shall:

- Create and maintain a workplace and any CICK organized events free from discrimination
- Ensure that this policy is available to all staff, accessible and supported
- Empower and train supervisors and managers to reinforce diversity and inclusion and provide opportunities for capacity-building and action
- Ensure that equity and diversity are considered in all aspects of departmental planning, processes and strategies

- Intervene when discrimination and/or harassment issues arise
- Accept good faith requests for accommodation and work with employees to develop accommodation plans where necessary
- Prevent discrimination by:
 - × Engaging in behaviour in support of this policy
 - × Communicating and supporting CICK's objective of a workplace free from discrimination and a workforce that is representative of the population it serves
 - × Acting in a timely manner (maximum 2 weeks) to address behaviours that are contrary to this policy
 - × Taking all incidents/concerns/matters seriously
 - × Implementing changes to employment systems, removing barriers and taking other related actions as appropriate
 - × Ensuring that staff are aware of their rights and responsibilities conferred by this policy and Human Rights and employment legislation

Workers shall:

- Report barriers to equal opportunities
- Notify a supervisor or manager of a need for employment-related accommodations and consult with Harassment Prevention Team (See Harassment Policy) or other professionals on the most appropriate accommodation
- Report experiences of harassment or discrimination in the workplace to one of the following; Station Manager, Station Staff, CICK Event Coordinator, The Harassment Prevention Team (See Harassment Policy)

For questions regarding this policy, please contact the Station Manager at 250-847-8769 or info@smithersradio.com.

This policy was adopted on March 2022