

Policy Adopted: October 2012 (M12-0185)
Revision Date: December 2024
Responsibility: Superintendent of Human Resources

1. Intended Purpose

The Halton District School Board (HDSB) recognizes that, consistent with the *United Nations Declaration on the Rights of Indigenous Peoples (UNDRIP)*, the *Ontario Human Rights Code* and the *Canadian Charter of Rights and Freedoms*, employment practices and procedures at all levels should reflect, demonstrate understanding of and respond to a diverse population. The HDSB is committed to providing a workplace environment that is fair and equitable to all.

2. Principles

Equitable recruitment, hiring, employment and promotion practices shall be applied to all applicants and employees of the HDSB and shall consider self-identification communities including Indigenous persons, members of racialized communities, gender identity/women, members of the 2SLGBTQ+ community, persons with disabilities, and members of other historically marginalized communities, protected under the *Ontario Human Rights Code*.¹

Encouraging diversity of the workforce in the school board is vital because the workforce should be reflective and representative of the community. Inequitable representation of historically disadvantaged communities in the workforce can lead to inequities in educational experiences and outcomes for excluded or marginalized students.

In keeping with our commitment to hiring, promoting and retaining the most qualified staff, ongoing emphasis will be placed on the development and communication of these principles throughout the HDSB via administrative procedures.

¹ [R.S.O. 1990, c.H19](#), s. 10.

Diversity, Equity, and Human Rights

The promotion and support for the rights of Indigenous peoples and broader human rights, in the context of employment as protected under the Ontario *Human Rights Code*, to facilitate equity and inclusion is vital to achieving a diverse and representative workforce that meets the needs of an increasingly diverse student body.

The way to achieve an inclusive, diverse and representative workforce is to:

- value, promote and encourage the hiring of staff from under-represented communities;
- ensure all employment policies and practices are non-discriminatory;
- work to intentionally identify and remove barriers for marginalized communities at each stage of the hiring process.

Qualifications and Merit

Although hiring policies must adhere to the qualification requirements set out in applicable Regulation (Regulation 298, “Operation of Schools – General”), the HDSB recognizes the importance of the following when developing its selection and evaluation criteria:

- valuing applicants’ additional experiences, lived experience, skills, backgrounds and perspectives;
- granting first consideration, where the skills, ability, and qualifications of the applicants are relatively equal, to applicants who self-identify as members of historically under-represented communities. Where a collective agreement governs the hiring or promotional process, this will be done in a manner that is consistent with the HDSB’s collective agreement obligations.

Fairness and Transparency

In recognition of its commitment to accountability as a fair, equitable and inclusive employer, the HDSB will implement and sustain the following mechanisms to help ensure that candidates are evaluated through a fair and transparent process:

- a conflict of interest disclosure process;
- bona fide (or “legitimate”) job requirements and qualifications, while following the requirements as outlined in applicable Regulation;

- where possible, diverse hiring panels to draw on the different experiences, skill sets, and educational and professional backgrounds in the HDSB;
- objective evaluation criteria and structured interview questions that prevent selection bias.

Monitoring and Evaluation

In further demonstration of its accountability to employment equity principles and guided by its obligations under the Ontario *Human Rights Code*, the HDSB will monitor, evaluate and review the effectiveness of its hiring policy on a regular basis. This evaluation process will include:

- assessing the skills, equity and human rights competencies of its workforce and identifying any gaps;
- developing and implementing an appropriate response plan to ameliorate the identified gaps
- collecting workforce demographic data, determining the diversity of the workforce and identifying any gaps in representation;
- developing and implementing an appropriate strategy to support the enhancement of diverse representation across all levels of the workforce
- ensuring all employment systems, policies, procedures, and practices are non-discriminatory.

Special Programs

The *Ontario Human Rights Code* enables organizations to develop and implement programs to help members from historically disadvantaged groups which have experienced hardship, economic disadvantage, inequality, or discrimination. Such programs strive to achieve substantive equity by creating opportunities for people and groups who face disadvantage and discrimination.

Where the HDSB determines that specific marginalized communities are demonstrably under-represented within the HDSB's workforce, it will consider implementing special programs to aid in creating employment opportunities for under-represented groups within our community. Such programs are expressly protected under the *Code*.

Related - Administrative Procedures

Equity and Inclusive Education Policy/Administrative Procedure

Criminal Background Check Administrative Procedure

Respectful Workplace Free of Discrimination and Harassment Administrative Procedure

Disability Management and Return to Work Administrative Procedure

Conflicts of Interest in Hiring Practices Administrative Procedure

Teacher Hiring Practices Administrative Procedure

Related Legislation and Industry Documents

United Nations Declaration on the Rights of Indigenous Rights (UNDRIP)

Ontario Human Rights Code

Ontarians with Disabilities Act

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA)

Integrated Accessibility Standards Regulation 191/11²

Resource Support

Superintendent of Human Resources

Policy Due for Review: December 2028

(maximum of 4 years from last comprehensive review)

Revision History

- January 2016 (M16-0059)
- December 2020 (M20-0187)
- December 2024 (M24-133)
 - Minor revisions, addition of related APs

² http://www.e-laws.gov.on.ca/html/source/regs/english/2011/elaws_src_regs_r11191_e.htm Integrated Accessibility Regulation, 191/11