

<b>Policy Name:</b>	<b>NON-DISCRIMINATION, EQUITY AND INCLUSIVITY</b>				
<b>Section:</b>	<b>D</b>	<b>Section Title:</b>	<b>HUMAN RESOURCES</b>		
<b>Part:</b>	<b>II</b>	<b>Part Title:</b>	<b>Employment Practices</b>		
<b>Risk Category:</b>	Operational	<b>Effective Date:</b>	2005	<b>Review and Approval Date:</b>	2020
<b>Approval Authority:</b>	Board of Directors	<b>Date Revised:</b>	2011, 2016, 2020	<b>Review Cycle:</b>	5 years
<b>Responsible Executive</b>	Executive Director	<b>Contact:</b>	Executive Director		

**Policy:**

Job applicants and employees shall not be subjected to discrimination or harassment for any reason.

Yellow Brick House will not discriminate in hiring or promotion or any other employment practices on the basis of race, ancestry, place of origin, colour, citizenship, ethnic origin, religion, creed, sex, sexual orientation/preference, disability, medical conditions (physical and mental) status including HIV, age, marital/relationship status, family composition, pregnancy, and/or record of offences (refer to Vulnerable Sector Screening Policy for exceptions as referenced in Section B, Part I), or any other diversity dimensions.

**Purpose:**

Yellow Brick House is an equal opportunity employer. Decisions related to employment shall be based on the skills, abilities, knowledge, experience, and qualifications required to perform the job in accordance with the following exceptions.

Yellow Brick House supports and endorses the content and intent of the **Canadian Charter of Rights and Freedoms**, the **Canadian Human Rights Act** the **Ontario Human Rights Code** and the **Accessibility for Ontarians with Disabilities Act (AODA)** in relation to hiring and employment practices and work environments. Yellow Brick House is committed to providing freedom from harassment and discrimination in the workplace for all job applicants and employees.

Yellow Brick House is eligible for exemption under Section 24 (1) section 5 of the **Ontario Human Rights Code**. The mandate of the organization, the nature of the services

provided, and its client base may justify the restriction of applications for employment to women only. This organization is for women and should be led by women.

Yellow Brick House shall make every reasonable effort in accordance with these human resource policies to ensure that the composition of the employee group reflects and includes the many different groups represented in our regional and national population, in consideration of:

- the limitations of and as represented within our catchment/service area
- patterns and trends evident in the composition of our client population
- patterns and trends evident in the composition of our regional population
- financial resources available to the organization.

**Scope:**

This policy applies to all full time, part time, and contract employees, as well as volunteers (including Board members) of Yellow Brick House.

**Definitions:**

**Discrimination** means the granting and/or denying of certain rights to specific groups and/or to specific individuals belonging to the identified group.

**Harassment** means engaging in a course of vexatious comment or conduct that is known, or ought to be known, to be unwelcome.

**Roles and Responsibilities:**

This policy is to be applied by the Board of Directors or the Executive Director on behalf of the Board of Directors.

**Consequences:**

Noncompliance with this policy and/or failure to fulfill the requirements for employment as outlined in this policy will result in disciplinary action up to and including dismissal.

**Related Documents:**

Vulnerable Sector Screening Policy  
Ontario Human Rights Code  
Accessibility for Ontarians with Disabilities Act  
Accessibility Policies