

## POLICY HIGHLIGHTS

### Equity, Diversity and Inclusion in Employment



#### Why does Memorial have this policy?

Memorial is committed to diversity and equity in employment. This commitment is outlined in the university's Equity, Diversity and Inclusion in Employment policy, which has the objectives of:

- recognizing, preventing and eliminating disadvantage or discrimination; and
- creating and maintaining a culture that supports an inclusive and welcoming workplace.

This commitment is also included as one of Memorial's core values. The core value titled Inclusiveness and Diversity is defined as: "embracing and acting on responsibility to guarantee diversity and equity."

This policy was revised in 2016 and one of the most significant changes included expanding the scope to include all groups protected under the Newfoundland and Labrador Human Rights Act including sexual minority groups and those with diverse gender identities.

#### What is covered in the policy scope?

Employment activities including but not limited to practices, actions and decisions with respect to prospective employees and employees of the university.

#### What is the legal basis for the policy?

The Newfoundland and Labrador Human Rights Act, 2010 as well as the Canadian Employment Equity Act (S.C. 1995, C.44) and the associated Federal Contractors Program.

#### What are some accountabilities and reporting methods?

- The Employment Equity and Diversity Advisory Committee, a subcommittee of Vice-Presidents Council (VPC)

- Roles and responsibilities are outlined for the Provost, VPC, the Department of Human Resources, Office of Faculty Relations and employees
- An Employment Equity and Diversity Plan has been developed and will be updated every three years.

The Department of Human Resources and the Office of Faculty Relations is responsible for the development, promotion, implementation and coordination of employment equity and diversity in consultation with the Employment Equity and Diversity Advisory Committee. These groups, as appropriate:

- Facilitates the implementation of the university Employment Equity and Diversity Plan
- Ensures the ongoing collection, recording, maintenance and analysis of workforce data as related to employment equity
- Assists in the review of all employment policies and procedures of the university
- Collaborates with other responsible areas in developing and implementing equity and diversity education
- Promotes awareness and acceptance of equity, diversity and inclusion
- Works with or serves on various university committees including the MUNFA - Joint Equity Committee to fulfill its mandate as outlined in the MUN-MUNFA Collective Agreement

**The policy's focus is to remove barriers to full participation and inclusion in employment for all.**

# Distinct. Vibrant. Connected.

Memorial University is committed to creating an inclusive workplace dedicated to diversity, equality and mutual respect.



Complete the employment equity self-identification survey by mail or online at

[my.mun.ca](http://my.mun.ca)



## What are units accountable for?

Based on the Employment Equity and Diversity Plan, each unit is required to examine and identify barriers to diverse representation. In addition, units are responsible for implementing actions to eliminate barriers and designing measures to increase equity and inclusion within the unit's workforce.

## Why is accurate and complete data important?

Accurate and complete data is needed to identify gaps in representation so that efforts can be focused on the right areas to remove barriers to employment.

## Will the data be confidential?

Yes, confidentiality is a key part of this policy.

## What can I do?

- Complete or update your self-ID survey
- Encourage everyone in your unit to complete their equity survey
- Learn about employment equity and diversity training opportunities. Visit [www.mun.ca/equity](http://www.mun.ca/equity).

## Where can I view the policy?

To access the policy: [www.mun.ca/policy](http://www.mun.ca/policy).

## Employment Equity Survey

As part of Memorial's commitment to employment equity we need your help in gathering information on our workforce.

In order to maintain an accurate reflection of Memorial employees, everyone is encouraged to take 30 seconds to participate in the employment equity census.

The short four-question survey can be completed online at [my.mun.ca](http://my.mun.ca). Simply login, click on the employees tab and then choose the current pay, leave, equity and employee self-service data button. Now click employee services and then choose employment equity survey. Once finished, please click on the survey complete button.

Paper copies of the survey and alternative formats are available upon request.

## Who do I contact with questions?

Department of Human Resources  
Telephone: 709-864-2548 or 709-864-2234  
Email: [equity@mun.ca](mailto:equity@mun.ca)