EMPLOYMENT EQUITY THROUGH AFFIRMATIVE ACTION AT DALHOUSIE: A POLICY STATEMENT
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Dalhousie University is committed to employment equity through affirmative action and will institute active measures to eradicate discrimination, both personal and systemic, and to reverse the historic under-representation on its faculty and staff of women, aboriginal peoples, visible minorities and the disabled.

This document is the statement of Dalhousie’s policy on affirmative action and equal opportunity. This policy is in compliance with the Nova Scotia Human Rights Act and the Federal Contractors Program to implement Employment Equity.

Employment Equity has the following essential components:

1. removal of discriminatory barriers to employment and promotion. This includes elimination or modification of all human resource practices and systems, not otherwise authorized by law, which cannot be shown to be bona fide occupational requirements;

2. the introduction of positive policies and practices and the establishment of internal goals and timetables towards the achievement of employment equity by increasing the recruitment, hiring, training, and promotion of designated group members;

3. improvement in the participation of designated group members throughout the contractor’s organization through hiring, training, and promotion.

The Nova Scotia Human Rights Act states that furthering employment equity by preferential treatment designed to promote the welfare of any group in Nova Scotia is not a violation of the Act if it has the approval of the Nova Scotia Human Rights Commission.

Policy

“Employment equity” includes two major components, affirmative action and equal opportunity, and applies to all aspects and all levels of employment.

Equal Opportunity

Except in the context of affirmative action in employment, there shall be no discrimination in employment at Dalhousie University on any ground prohibited by the Canadian Charter of Rights and Freedoms or the Nova Scotia Human Rights Act. Additionally, the Board and representatives of employee groups at Dalhousie shall aspire to comprehensive statements prohibiting discrimination in employment except for reasons of ability. Without limiting the generality of the foregoing, where agreed, such statements may prohibit discrimination in employment on the following grounds: race, religion, creed, colour, ethnic or national origin, ancestry, gender, marital status, age (except for retirement), place of birth, citizenship (except insofar as citizenship may be a criterion for initial appointment), political affiliation or belief, sexual orientation, membership in a trade union or the exercise of any other right under the Trade Union Act of Nova Scotia, responsibility for dependents, family relationship, personal lifestyle, language, criminal record prior to employment at Dalhousie (provided such a record has not been misrepresented by the person), mental or physical disability, unless a conflict exists with a major bona fide occupational requirement.

Affirmative Action, Designated Groups
Recognizing the need to remedy the effects of past discrimination on specific groups by society in general, and consistent with requirements of any applicable collective agreement and the Federal Contractors Program, and with the approval of the Nova Scotia Human Rights Commission, Dalhousie University shall give affirmative treatment in all aspects of employment to aboriginal peoples (especially Micmacs), visible minorities (especially people of black African descent indigenous to Nova Scotia), women, and disabled persons.

**All Aspects of Employment**

The President, the Board of Governors, administrative officers, faculty and staff will ensure fulfilment of the University's policy of employment equity through affirmative action in all aspects and all levels of employment. "Employment" in this document includes, where applicable, recruiting, hiring, promotions, tenure and its equivalent (for academic staff), salary, benefits, transfers, training, career development and tuition assistance. Implementation of this policy will not result in job loss to non-designated group employees in order to create opportunities for designated groups.

**Criteria for Implementation**

Dalhousie University will satisfy the following criteria for implementation:

1. Communication by the President to the University community and the community at large of the commitment to achieve equality in employment through design and implementation of a plan of employment equity through affirmative action.

2. Assignment to each vice-president, dean and director of the University of responsibility for the implementation of Dalhousie's policy of employment equity through affirmative action within the area of his or her authority.

3. Appointment of a senior officer of the University, who will be responsible to oversee and assist in implementation throughout the University of the University's policy on employment equity through affirmative action. This officer will report directly to the President and will be designated Human Rights & Equity Advisor.

4. Collection and maintenance of information on the employment status of designated group employees, by occupation and salary levels in terms of all aspects of employment in relation to all other employees.

5. Analysis of designated group representation within the University in relation to their representation in the supply of qualified workers from which the University may reasonably be expected to recruit employees.

6. Elimination or modification of those human resource policies, practices and systems, whether formal or informal, shown to have, or likely to have, an unfavourable effect on the employment status of designated group employees. This is subject to any applicable collective agreement.

7. Establishment of goals for all aspects of employment of designated group employees, especially hiring, training, promotion and tenure and its equivalent (for academic staff). Such goals will consider projections for all aspects of employment, and where possible, the projected availability of qualified designated group members.

8. Establishment of a work plan for reaching each of the goals in 7 above.

9. Adoption of special measures where necessary to ensure that goals are achieved, including the provision of reasonable accommodation as required. This is subject to any applicable collective agreement.
10. Establishment of a climate and supports favourable to the successful integration of designated group members within the University.

11. Adoption of procedures to monitor the progress and results achieved in implementing employment equity through affirmative action.

**STRUCTURES**

**Human Rights & Equity Advisor**

Reporting directly to the President, the Human Rights & Equity Advisor, as executive officer of the Council on Employment Equity Through Affirmative Action, shall be responsible for the implementation and effective maintenance of Dalhousie's policy on affirmative action and equal opportunity. This Human Rights & Equity Advisor shall be a member of the President's Advisory Council and shall have free access to all information, general and specific, on employment at Dalhousie, including the right to attend all Committee, Senate or Board meetings dealing with employment.

**Special Qualifications**

The Human Rights & Equity Advisor shall be from at least one of the designated groups, shall be familiar with and sensitive to the concerns of all of them and shall be known as an advocate of equal opportunity and affirmative action in employment.

**Duties**

The Human Rights & Equity Advisor and his or her staff shall:

1. Compile and monitor inventories of designated group members employed at Dalhousie.
2. Collect and analyze external workforce data.
3. Based on these inventories and workforce data, in consultation with the Council on Employment Equity Through Affirmative Action, prepare and recommend to the Council measurable goals and timetables for the recruitment, advancement and work environment of members of the designated groups.
4. With the Council, devise and recommend to all levels of the administration of the University recruitment, outreach, training and sensitization strategies relating to affirmative action for members of the designated groups.
5. Advise and assist all levels of the administration in carrying out recruitment and outreach programs and training and sensitization sessions.
6. Monitor the University's performance under this policy, receive complaints, and, with the Council, recommend strategies for improvement to the President and other levels of administration.
7. Provide periodic reviews of the implementation of this policy to the President and the Council.

**Council on Employment Equity Through Affirmative Action**

The Council on Employment Equity Through Affirmative Action shall represent the Dalhousie community. The Council shall elect its own chair, and may invite resource people to join its
deliberations, including a representative from the Nova Scotia Human Rights Commission. The voting members of the Council shall be:

- One representative from each employee group: DFA, DSA, CUPE, IUOE, ADMN
- Two women
- One representative from each of the other target groups; Blacks, Micmacs, Disabled
- One student
- Three Vice-Presidents or senior designate (i.e., Dean or Director)
- Director of Personnel Services
- Human Rights & Equity Advisor

The Council on Employment Equity Through Affirmative Action shall work through, and with, the Human Rights & Equity Advisor to implement and make continuously effective Dalhousie's policy on affirmative action and equal opportunity. The Council shall:

1. Receive the inventories of designated group members employed at Dalhousie and the external workforce data compiled, collected and analyzed by the Human Rights & Equity Advisor and his or her staff.

2. In consultation with the Human Rights & Equity Advisor, determine and propose to the President measurable goals and timetables for the recruitment, advancement and work environment of the designated groups.

3. Receive periodic reviews of the implementation of its goals and timetables from the Human Rights & Equity Advisor.

4. In consultation with the Human Rights & Equity Advisor, devise and recommend recruitment, outreach, training and sensitization strategies relating to affirmative action for members of the designated groups.

5. Direct the Human Rights & Equity Advisor to audit, on behalf of the Council, any aspect of employment at Dalhousie.

6. Through and with the Human Rights & Equity Advisor, recommend to the President and other levels of administration strategies for improvement in Dalhousie's performance in achieving equal opportunity and employment equity through affirmative action.

7. Make public reports, at least annually, to the Board of Governors, the Senate, the President and the Dalhousie community and designated group communities on the implementation and continuing effectiveness of affirmative action, including the Federal Contractors Program, and equal opportunity at Dalhousie University.