



POLICY: GBA  
SUBJECT: EMPLOYMENT EQUITY  
APPROVAL DATE: January 26, 1993  
REVISION DATE: January 16, 1995  
February 16, 2004, April 17, 2023  
PAGE: 1 of 4

---

## 1. GENERAL

- 1.1 In accordance with the Canadian Employment Equity Act, the Winnipeg School Division (WSD) will strive to achieve equality in the workplace so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability and, in the fulfilment of that goal, to correct the conditions of disadvantage in employment experienced by women, Indigenous peoples, persons with disabilities and members of racialized communities by giving effect to the principle that Employment Equity means more than treating persons in the same way but also requires special measures and the accommodation of differences.
- 1.2 WSD recognizes that Employment Equity is a desirable and fundamental goal in our society.
- 1.3 WSD is committed to the removal of employment barriers, the identification and removal of discriminatory practices and striving towards a fair representation of our diverse population at all levels within WSD.
- 1.4 The WSD shall strive toward a workforce composition which reflects the composition of our students, families and school communities which include Indigenous peoples, racialized persons, 2SLGBTQI+, persons with disabilities and persons from ethno-cultural groups living within the boundaries of WSD.
- 1.5 WSD will endeavour to promote Employment Equity by:
- a) Identifying and, where possible, eliminating employment barriers for people in designated groups; and
  - b) Identifying procedures and practices to ensure people in designated groups are properly represented in the workplace.
- 1.6 WSD's hiring, succession and promotion practices will remain compliant with labour relations and human rights obligations. Employment Equity and diversity will be achieved through measures such as outreach, training and reasonable accommodation, rather than through affirmative action or quota-based advertising and hiring.
- 1.7 While WSD is committed to improving Employment Equity in the workplace, this commitment does not extend to the following:
- a) The implementation of any measure that would cause WSD undue hardship;
  - b) The hiring or promotion of any person who fails to meet the qualifications of a position; or
  - c) The creation of new positions without an organizational rationale.
- 1.8 WSD expects all decisions regarding employment to be based upon bona fide requirements and qualifications.
- 1.9 In seeking to redress the under-representation of designated groups in the workplace, WSD will endeavour to collect information about current and prospective employees. Some individuals may regard this information as highly personal. Consequently, WSD will undertake the collection of this information in accordance with the Freedom of Information and Protection of Privacy Act and with the utmost sensitivity and confidentiality.



POLICY: GBA  
SUBJECT: EMPLOYMENT EQUITY  
APPROVAL DATE: January 26, 1993  
REVISION DATE: January 16, 1995  
February 16, 2004, April 17, 2023  
PAGE: 2 of 4

---

## 2. DEFINITIONS

### 2.1 Employment Equity

Employment Equity is a comprehensive process to ensure equitable representation of groups throughout the workplace and to remedy and prevent the effects of intentional or unintentional discrimination.

### 2.2 Designated Group

Designated groups are defined as those groups which may require special recruitment and employment conditions to facilitate employment opportunities. These groups consist of Indigenous peoples, persons with disabilities, persons who are, because of their race or colour, a racialized person, and individuals where gender equality is an issue.

- a) Indigenous peoples are considered to be persons who are First Nations, Inuit or Metis and who identify themselves to an employer, or agree to be identified by an employer, as First Nations, Inuit or Métis;
- b) Racialized minorities, other than Indigenous peoples, who are, because of their race or colour, in a racialized community in Canada are considered to be persons who are non-Caucasian in race or non-white in colour and who identify themselves to an employer, or agree to be identified by an employer, as non-Caucasian in race or non-white in colour;
- c) Persons with disabilities are considered to be persons who:
  - Have any persistent physical, mental, psychiatric, sensory or learning impairment
  - Consider themselves to be, or believe that an employer would be likely to consider them to be, disadvantaged in employment by reason of an impairment referred to in sub-paragraph (a); and
  - Identify themselves to an employer, or agree to be identified by an employer, as persons with disabilities.
- d) 2SLGBTQI+, persons who identify as Two-Spirit, Lesbian, Gay, Bisexual, Transgender, Queer, Intersex and additionally sexually and gender diverse people.

### 2.3 Equality

The achievement of equal status in society in terms of access to opportunities, support, rewards and economic and social power for all without regard to age, gender, race, class, culture, faith, citizenship, disability, ethnic origin, family status, sexual orientation, gender identity, marital status or same sex partner.

### 2.4 Equity

The provision of opportunities for equality for all by responding to the needs of individuals. Equity of treatment is not the same as equal treatment because it includes acknowledging historical and present systemic discrimination against identified groups and removing barriers, eliminating discrimination and remedying the impact of past discrimination.



POLICY: GBA  
SUBJECT: EMPLOYMENT EQUITY  
APPROVAL DATE: January 26, 1993  
REVISION DATE: January 16, 1995  
February 16, 2004, April 17, 2023  
PAGE: 3 of 4

---

## 2.5 Self-Declaration

A person who has declared that they are a member of one of the designated groups.

## 3. EMPLOYMENT EQUITY PLAN

3.1 WSD shall identify Employment Equity as an ongoing priority in the development of the Strategic Plan.

3.2 WSD shall adopt an Employment Equity program to strive towards a workforce composition, which reflects the composition, of individuals where gender equality is an issue, Indigenous peoples, racialized persons, persons with disabilities and persons who are members of an ethno-cultural group, living within the boundaries of WSD.

3.3 The Employment Equity Plan shall identify the procedures and/or practices, including reasonable accommodation practices that will be used to contribute to the hiring and promotions of persons in designated groups who are under-represented in WSD.

3.4 WSD will consider all positions which become available through attrition or are new to WSD.

## 4. SELF-DECLARATION

4.1 WSD shall develop a self-declaration form and process to enable all employees and applicants to declare their membership in one of the designated groups. No person is required to make such a declaration if they choose not to be considered as an Employment Equity applicant.

4.2 A person who has declared that they are a member of one of the designated groups.

4.3 All staff will be given the opportunity to voluntarily self-identify as a member of a designated group.

## 5. RESPONSIBILITIES

### 5.1 Chief Superintendent/Chief Executive Officer (CEO)

The Chief Superintendent/CEO shall be responsible for the development, coordination and implementation of the Employment Equity Policy.

The Chief Superintendent/CEO will provide the Board of Trustees with annual statistics regarding:

- a) Proportion of persons from designated groups in each employee group and salary classification;
- b) Years of service to the Division, age and salary classification of persons in the designated groups;
- c) Number of persons from the designated groups applying for positions;
- d) Number of persons from the designated groups appointed, promoted or hired.

### 5.2 Chief Human Resources Officer

The Chief Human Resources Officer will develop a strategy to actively recruit members of minority groups. This strategy shall include information sessions and discussions with appropriate community groups or individuals.



POLICY: GBA  
SUBJECT: EMPLOYMENT EQUITY  
APPROVAL DATE: January 26, 1993  
REVISION DATE: January 16, 1995  
February 16, 2004, April 17, 2023  
PAGE: 4 of 4

---

All postings or advertisements with regard to employment shall contain reference to the WSD Employment Equity Program.

All systemic barriers to equitable recruitment, selection, hiring, training and development, career counselling, transfer processes, performance assessment and promotion shall be identified and eliminated.

### 5.3 Principals

Principals shall be responsible for the implementation of the Employment Equity Policy and Program in the school.

### 5.4 Supervisors/Directors

Supervisors/Directors shall be responsible for the implementation of the Employment Equity Policy and Program in the department.

## 6. COMMUNICATIONS PLAN

6.1 The Employment Equity Policy will be included in all appropriate training opportunities and programs.

6.2 All recruitment sources will be informed of the WSD Employment Equity Policy and Program and will be requested to support the WSD initiative.

## 7. PRIVACY

7.1 In accordance with the Freedom of Information and Protection of Privacy Act, the collection of information by WSD is authorized under section 36 as the information relates directly to and is necessary for the delivery, monitoring and measuring of programs and services, including funding and policy development.

7.2 WSD will ensure that individual information is confidential and maintained in accordance with the Freedom of Information and Protection of Privacy Act (FIPPA) and/or Public Schools Act. Any release of individual staff information must be authorized under FIPPA and/or the Public Schools Act.

## 8. CONFIDENTIALITY

The privacy of individual employees and potential employees shall not be compromised in the presentation of any information or statistics presented to the Board of Trustees.