



HR-5 Diversity and Inclusion Policy

Department: Human Resources

Purpose

The County of St. Paul (the County) is committed to promoting a diverse, inclusive, and safe workplace. Across every part the County operations and programs we promote a culture in which our differences are recognized and valued.

The County strives to foster and maintain a positive, respectful, and professional culture and approach in all we do.

The County brings employees together and provides each employee the opportunity to contribute their skills, experience, and perspectives. By proactively embracing diversity and inclusion, the County believes that we can deliver the best service to our employees, citizens and stakeholders, and demonstrate sustainable responsibility, leadership and value.

Scope

This policy applies to all employees of the County, whether they work onsite, offsite, or remotely.

Policy Definitions

Diversity means the range of human difference; each person has layers of diversity which make their experiences, values and perspective unique.

Inclusion means involving and valuing human differences and viewing such differences as strengths.

Merit means job-related skill, experience, knowledge, and behavioural attributes that, together, place an individual at a level of distinction above others without violating the Alberta *Human Rights Act*.

Policy Statements

Commitments

The County is committed to diversity and inclusion through:

- Embracing workforce diversity in relation to age, gender, race, national or ethnic origin, religion, language, political beliefs, sexual orientation, and physical ability.
- Valuing diversity of perspective – leveraging the diverse thinking, skills, experience and working styles of our employees and other stakeholders.
- Building a flexible organization – providing opportunities for work arrangements that accommodate the diverse needs of individuals at different career and life stages.
- Respecting stakeholder diversity – developing strong and sustainable relationships with a wide array of stakeholders, our communities, governments, customers and suppliers.

COUNTY OF ST. PAUL NO. 19

Our Mission - To create desirable rural experiences



Why Diversity and Inclusion Are Important

Being a diverse and inclusive organization helps the County to successfully achieve its vision. Specifically, diversity and inclusion help to:

- Make good decisions about how to organize and optimize resources, and how to work by eliminating structural and cultural barriers to work together effectively;
- Protect and enhance our ability to operate by recognizing, respecting and taking into account our decisions, and the needs and interests of employees and diverse stakeholders;
- Deliver strong service by being able to attract, engage and retain diverse talent;
- Seek to innovate by drawing on the diverse perspectives, skills and experience of County employees and other stakeholders; and
- Adapt and respond effectively to changing societal, employee and stakeholder expectations.

The County will encourage all employees, local and regional organizations, community groups and stakeholders to adopt inclusive approaches to diversity.

Equal Employment Opportunity

The County aims to ensure that equal employment opportunity is embedded into all policies, procedures, processes, operations, and activities. Initiatives to support the embedding process are supported by leadership, management, and all employees.

The County is an equal opportunity employer. In accordance with all federal and provincial laws, we shall recruit, hire, compensate, train and develop, evaluate, discipline, place, promote, lay off and terminate employees equally and fairly on the basis of merit.

The County is impartial in all relations with its employees and applicants for employment without regard to:

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| • Race, colour, | • Physical disability or mental disability, |
| • Ancestry, place of origin, | • Age, |
| • Religious beliefs, | • Marital status, |
| • Gender, gender identity, gender expression, | • Family status, or |
| • Sexual expression, | • Source of income |

except when such a characteristic is an appropriate and bona fide occupational qualification.

The County recognizes the need to initiate, uphold and preserve all affirmative measures to safeguard the success of equal employment opportunities in all aspects of our work environment.

All employees are expected to carry out the primary aim of the County's equal employment commitment.

Council Approval: September 14, 2021

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Related Policies:

- Harassment, Bullying, Violence and Discrimination in the Workplace Policy
- Duty to Accommodate Policy
- Fit for Work Policy
- Code of Conduct, Ethics, and Conflict of Interest Policy
- Conflict Resolution Procedure
- Recruitment and Selection Policy