

Inclusive Hiring

References: *Alberta Human Rights Act*

Cross-reference: Diversity and Inclusion Policy GOV-XXX-XXX
Employee Total Rewards HUM-001-034

Policy Statement

Strathcona County is committed to attracting a diverse, engaged and talented workforce through hiring strategies that are competitive, inclusive and provide equitable opportunities for participation.

Purpose

The purpose of this Policy is to provide a framework for administration to develop, implement and maintain hiring strategies that are aligned with the guidelines in this policy.

Definitions

Applicant – an individual who has applied for a job with Strathcona County.

Barrier – formal and/or informal policies, practices and attitudes that inhibit or prevent people from participating in activities or processes they might otherwise be interested in pursuing.

Inclusive Hiring – creating processes and access to employment opportunities that enable a diverse pool of applicants to be considered.

Reasonable Accommodation – adjusting or modifying a job application process or a work environment to enable a qualified individual to be considered for a job without imposing undue hardships on the organization.

Undue Hardship – an accommodation that would create onerous conditions for an employer.

Guidelines

Administration will ensure inclusive hiring strategies, practices and processes are developed, implemented and maintained within the following guidelines:

1. **Inclusive hiring practices** – Strathcona County strives to reduce barriers in hiring practices, including application processes, job interviews, tests and pre-employment checks to ensure they are job-related and unbiased.
2. **Reasonable accommodation** – Reasonable accommodation will be provided to support the consideration and/or hiring of any qualified applicant, regardless of race, religious beliefs, colour, physical disability, mental disability, age, ancestry, place of origin, marital status, source of income, family status, gender, gender identity, gender expression, sexual orientation, and/or any other criteria protected by prohibited grounds legislation.

3. **Meaningful work for meaningful pay** – Strathcona County strives to offer meaningful employment opportunities that encourage diverse participation in the workforce.
4. **Community partnerships** – Administration will focus on building and maintaining meaningful community partnerships with organizations to enable effective implementation of this policy.

Policy Record

Date of Approval by Council:

Resolution No:

Next Review Date:

Policy No:

Last Review Date:

Replaces: N/A

Lead Role:

Administrative Review: Human Resources