

**PUBLIC SCHOOLS BRANCH
OPERATIONAL POLICY**

DIVERSITY MANAGEMENT	
<i>Policy Section</i> Human Resources	<i>Policy Number</i> 502
<i>Pages</i> 2	<i>Approved Date</i> September 19, 2016
<i>Reviewed Date</i>	<i>Effective Date</i> September 19, 2016
<i>Replaces: ELSB Operational Policy 502 Diversity Management, June 10, 2014</i>	

1.0 PURPOSE

- 1.1 The purpose of this policy is to:
 - 1.1.1 Develop, implement and support a comprehensive and strategic approach to diversity management (planning, programs, resources, communications, training and development, reporting and monitoring) to achieve employment equity goals.
 - 1.1.2 Create an environment of inclusion and respect through support for positive race relations, cross-cultural understanding and appreciation for human rights among employees.
 - 1.1.3 Create an environment where individuals seeking employment, training or career advancement opportunities within the Public School Branch will not be disadvantaged or discouraged by attitudinal or systemic barriers.

2.0 POLICY STATEMENT

- 2.1 The Public Schools Branch is committed to achieving a qualified work force that reflects the communities it serves and a work environment of inclusion and respect.
- 2.2 To achieve its diversity management goals, the Public Schools Branch will:
 - 2.2.1 Implement a comprehensive and strategic approach to diversity management to achieve its employment equity goals and a work environment of respect.
 - 2.2.2 Implement practices to ensure that all employees and job applicants are tested without prejudice and discrimination on any grounds prohibited by the Prince Edward Island *Human Rights Act*.

3.0 DEFINITIONS

- 3.1 **Diversity Management** – Acknowledging and valuing the similarities and differences of all staff and students when planning programs, policies, procedures, and assigning resources.
- 3.2 **Discrimination** – Unfavourable treatment based on indicators such as, but not limited to, ability, age, ancestry, class, education, ethnicity, gender, race, physical characteristics, and sexual orientation.
- 3.3 **Employment Equity** – Comprehensive planning process designed to identify and eliminate discrimination in employment practices, policies, procedures and remedy the effects of conscious or unconscious systemic barriers.

- 3.4 **RCH** – The acronym for race relations, cross cultural understanding and human rights.
- 3.5 **Systemic Barriers** – A conscious or unconscious hindrance or obstruction in formal or informal policies, practices and procedures that result in the exclusion of individuals or groups of people with shared identities.

4.0 PARAMETERS

- 4.1 This policy applies to all employees and anyone who applies for work within the Public Schools Branch. All sections of this policy will be applied in a manner subject to the terms and conditions of all relevant Collective Agreements.

5.0 RESPONSIBILITIES

- 5.1 The Public Schools Branch is committed to working toward:
 - 5.1.1 Establishing an overall planning process, settling priorities and approving strategies for diversity management.
 - 5.1.2 Approving a Branch Diversity Management Plan.
 - 5.1.3 Establishing a Diversity Management Committee and approving the appointment of members of the committee.
 - 5.1.4 Overall implementation of this policy will be a responsibility of the Director of the Public Schools Branch (Director)
 - 5.1.5 The director will develop and issue procedures in support of this policy.

6.0 CROSS REFERENCES

- 6.1 Operational Procedure *502.1 – Diversity Management*
- 6.2 Operational Policy *501 – Recruitment and Hiring*
- 6.3 Operational Procedure *501.1 - Recruitment and Hiring*
- 6.4 Operational Policy *401 – Race Relations, Cross Cultural Understanding and Human Rights in Learning*
- 6.5 Canadian Union of Public Employees Collective Agreements for Locals 1145, 1770, 1775 and 3260
- 6.6 Prince Edward Island Teachers' Federation Memorandum of Agreement
- 6.7 *Human Rights Act*