

SAMPLE: Employment Equity Policy

From Magazines Canada, *Policy Manual*

Magazines Canada is committed to providing equal employment opportunity. All qualified employees and applicants will receive fair and equal consideration for jobs without regard to:

- Race
- National or ethnic origin
- Colour
- Religion
- Age
- Sex
- Marital status
- Family status
- Disability
- Conviction for which a pardon has been granted
- Any other grounds considered to be discriminatory in Canada

Magazines Canada complies with the intent and applicable requirements of employment equity legislation. Compliance with this policy applies to:

- Recruitment, advertising and/or solicitation for employment
- Hiring, placement, promotion, demotion and transfer of employees
- Treatment of employees with respect to other terms and conditions of employment
- Establishment and administration of rates of pay or other forms of compensation
- Training and selection of employees for training programs
- Termination of employees
- Providing complete and free access and various facilities designed specifically for disabled persons
- Providing special computers and modified telephone equipment if required to accommodate an individual's needs
- Advertising employment notices in general interest publications for maximum distribution

The legal aspects of employment equity are governed by legislation and are subject to change. For definitive rules on the legal aspects of employment equity, consult a labour lawyer or human resources specialist and refer them to the Ontario Ministry of Labour (www.labour.gov.on.ca)