

	Equitable Work Environment	
	Policy Section: Human Resources	
	Policy No 3.34	Effective Date: 20 December 2023
Policy Description: In alignment with the Service’s Human Rights Core Policy, the Ottawa Police Service (“OPS”) is committed to providing an equitable and inclusive work environment that recognizes the unique value of each employee hired to contribute to the overall success of the Service based on their individual skills, knowledge, experiences, and abilities.		
This Policy replaces: Equitable Work Environment Policy dated November 3, 2017.		

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Purpose

OPS recognizes and is committed to the principles of diversity and inclusion because they enrich innovation, engagement, internal culture, and service delivery. As such, the OPS supports a diverse and representative workforce and will ensure equitable employment opportunities and benefits through the establishment and maintenance of fair and inclusive policies and practices, both formal and informal, and the elimination of systemic barriers to full equity for all employees.

To this end, the Service will provide equitable employment policies and practices, and will identify and address systemic barriers to address under-representation of historically marginalized persons.

Scope

The Equitable Work Environment Policy applies to all Ottawa Police Service (OPS) employees, including permanent, full-time, part-time, temporary, casual, probationary, contract, auxiliary, and seconded employees as well as non-OPS employees who work for the OPS to gain experience or for benefits, such as volunteers, students, interns, and apprentices.

Furthermore, this Policy applies at all stages, and to all aspects, of the employment relationship including, but not limited to, recruitment, selection, onboarding, competitions, promotions, job placements, transfers, training, and development opportunities, and includes conditions of work such as work location, leave, and special working relationships.

Application

Unless otherwise stated, this policy applies to all OPS business, activities, and operations.

Policy

1. The Ottawa Police Service will provide a work environment where every employee has a right to equal opportunity and treatment without discrimination or harassment based on prohibited grounds referenced in the *Ontario Human Rights Code*.

2. The OPS will review employment policies and practices on an ongoing basis using an equity lens to identify, mitigate or remove attitudinal and systemic barriers to full employment.
3. The OPS will ensure alignment of its Human Resources practices, and other employment opportunity or benefit related decision-making practices, to equity-related legislative requirements or expectations to ensure an equitable workplace and a workforce that is reflective of local labour market availability and the communities served.
4. The OPS will achieve and maintain a talented and highly qualified representative workforce by actively seeking to attract skilled individuals of diverse backgrounds.
5. The Service will adhere to the principles of equity and merit as key criteria for hiring, transfers, promotions, acting assignment opportunities, and other employment-related opportunities and decision-making.
6. The OPS will ensure that essential job qualifications for positions are identified prior to hiring or promoting for a position, and that the job qualifications are essential to the position (bona fide). Selection processes will be consistent with the *Ontario Human Rights Code* and Ontario Human Rights Commission policies/best practices.
7. The OPS will promote the development of proactive strategies by establishing qualitative and quantitative data collection methods and objectives specific to equity principles. Progress on the achievement of results will be measured and reported to employees, the Ottawa Police Services Board, and the public.
8. The OPS will ensure the Service's EDI & Engagement Lens is applied by lead decision-makers during development and implementation of strategic goals and priorities, projects impacting employees, and in response to matters associated with the *Ontario Human Rights Code*.
9. The OPS will provide accommodations for employee needs related to protected grounds of discrimination defined within the *Ontario Human Rights Code*, up to the point of undue hardship. All employees are expected to respect and uphold the confidentiality of the Accommodations process and the right of all colleagues to privacy.
10. The Service will provide consistent and standardized support to employees in supervisory/managerial/leadership roles to support and facilitate adherence to Ontario Human Rights Code requirements, current relevant case law,

employment equity, and accessibility best practices. Failure to adhere to the Ontario Human Rights Code requirements is considered discrimination.

11. OPS will provide all employees with opportunities to increase their knowledge and skills with respect to equity principles, human rights, intercultural competence, and other relevant matters.
12. The Service will engage employees, employee associations, and community organizations representing women, racialized persons, Indigenous peoples, persons with disabilities, and other groups, in the development of strategies and special initiatives to promote equity in the workplace. This includes ongoing support for, and inclusion of, employee resource groups (ERG).

Accountabilities

Employees

Shall:

1. Conduct themselves by word, deed, and gesture in a manner that is conducive to an equitable and inclusive work environment.
2. Refrain from committing or supporting any acts or omissions that may constitute a violation of this policy.
3. Report any perceived barriers or potential barriers to equal employment opportunities and benefits.
4. Notify their supervisor or manager of their need for an employment-related accommodation and participate as necessary in the accommodations process.
5. Additionally, individuals in positions of responsibility and having the authority to make or have an impact on employment decisions are responsible for ensuring that this policy is consistently applied within the scope of their authority.

Supervisors, Managers, Team Leaders

In addition to the requirements set out above for all employees, supervisors, managers, and team leaders shall:

1. Be aware of policy and legislative obligations pertaining to ensuring a diverse, equitable and inclusive workplace.

2. Play an integral role in creating and maintaining an organizational culture of equity and inclusion; actively engage in initiating, promoting and championing inclusive strategies to retain a diverse workforce.
3. Ensure equal access to growth and leadership development, educational and training opportunities, succession planning, mentoring opportunities and other resources. This includes ensuring competitive internal and external recruitments rather than direct appointments where possible.
4. Act immediately on observations or allegations of conduct that is contrary to this policy, recognizing their responsibility for creating and maintaining diverse, equitable and inclusive workplace, which includes addressing potential problems at the earliest opportunity.
5. Demonstrate strong leadership, support of an equitable and inclusive workplace, and fairness and impartiality in employment opportunity related decision-making, including accommodations.
6. In consultation with the Wellness Directorate, facilitate the accommodations process for their reports in an equitable and confidential manner, based on needs associated with a protected ground and up to the point of undue hardship.
7. Not engage in, tolerate, condone, or ignore behaviour that contravenes this policy.
8. Ensure that employees under their command are aware of this policy.
9. Encourage employees to complete confidential self-identification and engagement surveys, and support related awareness-raising efforts.
10. Participate in mandatory training provided by the Service as it relates to this policy.
11. Where appropriate, seek advice and/or assistance from the EDI Unit in dealing with actual or potential issues relating to this policy.
12. Refrain from reprisal or treating those under their supervision adversely in any way because they reported an incident that violates this policy.

Professional Development Centre Inspector or Designate

In addition to the requirements set out above for all employees, the Professional Development Centre Inspector or Designate shall:

1. Ensure that all persons required to participate in mandatory training related to this policy receive said training;

2. Ensure mandatory training for new employees is available at least three times throughout the calendar year;
3. Ensure that all persons are required to sign and acknowledge having received the mandatory training, and that a copy of their most recent attendance is placed in their personnel file;
4. Ensure that training and educational resources/tools are available and accessible to OPS employees via the OPS Intranet, WIKI page and other relevant platforms;
5. Ensure all employees in positions to deliver training, coaching, mentoring, etc. have received EDI, human rights, intercultural competence and other relevant training and practice continuous learning in these areas.
6. In conjunction with the EDI Unit, identify and integrate training/education related to Equity, Diversity, Inclusion, Human Rights, and Intercultural Competence into all current and future courses where it has been deemed this training is applicable to the pre-existing and future course content.
7. Provide training reports/data as needed to the Superintendent RVI and Chief Human Resources Officer (CHRO).

CHRO or Designate

In addition to the requirements set out above for all employees, the CHRO or Designate shall:

1. In collaboration with the Superintendent RVI, ensure that education and organizational awareness is provided to all employees regarding this policy, associated procedures, equity principles, human rights, intercultural competence, and other relevant matters.
2. Ensure that employment policies, practices and procedures are consistent with human rights and equity legislation.
3. Engage EDI subject matter experts as necessary to identify and support attainable equality standards at all levels within the Service, as well as to address barriers to equality in the workplace; includes establishing qualitative and quantitative objectives specific to equity principles and ensuring application of an equity lens to employment opportunity related decision-making.
4. Support self-identification and engagement survey efforts and related awareness-raising efforts; ensuring confidentiality of information collected.
5. Facilitate the accommodations process.

Superintendent RVI or Designate

In addition to the requirements set out above for all employees, the CHRO or Designate shall:

1. Ensure the Service is aware of responsibilities/accountabilities related to this policy.
2. Ensure the necessary resources and actions are in place to uphold this policy; includes supporting Human Resources obligations under this policy with subject matter expertise.
3. Support service-wide awareness of relevant obligations, expectations, and proactive strategies to foster a diverse, equitable, and inclusive workplace by providing subject matter expertise and guidance.
4. Ensure the Service's EDI & Engagement Lens is accessible to, and leveraged by, lead decision-makers; includes providing subject matter expertise and support.
5. Promote collegial feedback among directorates on their EDI efforts.
6. Collaborate with necessary units to deliver self-identification and engagement surveys and related awareness-raising efforts, supporting confidentiality of information collected.
7. Work with employees, employee associations, and community organizations representing women, racialized persons, Indigenous peoples, persons with disabilities, and other potentially marginalized groups, in the development of strategies and special initiatives to promote equity in the workplace.
8. Provide ongoing support for employee resource groups (ERG) and leverage the groups for input on experiences and inclusion within the Service.
9. Analyze internal representation in comparison to external labour availability rates and community demographics to develop, improve, and adjust equity strategies as required.

Senior Officers and Executive Command

Shall:

1. Be aware of their legislative obligations pertaining to ensuring a diverse, equitable and inclusive workplace and fulfill those obligations.
2. Ensure diversity, equity and inclusion is a continuously present focus and a core value in decision-making.

3. Promote use of the Service's EDI & Engagement Lens; encouraging application of the Lens by lead decision-makers during development and implementation of strategic goals and priorities, projects impacting employees, and in response to matters associated with the *Ontario Human Rights Code*.
4. Provide all necessary supports to persons working directly under their command to ensure their ability to adequately and effectively facilitate a diverse, equitable and inclusive workplace.
5. Assist persons under their direct command as it relates to inquiries, intervention, and response to incidents that contravene this policy.
6. Actively support action to change discriminatory or exclusionary workplace practices.
7. Continue to assess and correct workforce inequities throughout the Service including leadership appointments, promotional opportunities, acting assignment opportunities, training requests, access to flexible and alternate work options, and compensation.
8. Encourage participation in confidential self-identification and engagement surveys, and support related confidentiality requirements and awareness-raising efforts.
9. Additionally, Executive Command will be responsible for determining whether an accommodation will create undue hardship.

Monitoring and Reporting Requirements

The OPS, under direction of the Superintendent RVI, will conduct regular audits and reviews to measure the performance of the Equitable Work Environment Policy, and to monitor and evaluate progress toward achieving employment equity related goals.

The Chief shall report to the Ottawa Police Services Board on an annual basis with respect to the aforementioned audits and reviews.

Reviews and Revisions

The Equitable Work Environment Policy shall be reviewed and approved every three years, or more frequently should circumstances require. Any revisions to this Policy shall be accompanied by supporting detail on the material changes and associated rationale.

Roles and responsibilities regarding approval, revision and/or rescinding of the Equitable Work Environment Policy shall be as described in the table below.

Table 2: Reviews and Revisions

DOCUMENT	APPROVAL, REVISION, OR RESCINDING OF CHANGES	APPROVER	APPROVAL CYCLE
Equitable Work Environment Policy	The Superintendent RVI	The Chief of Police	Every three years, unless deemed otherwise

Consequences

The OPS reserves the right to take action for non-compliance with this policy.

Governing Authorities

9.1 Federal

[Charter of Rights and Freedoms](#)

9.2 Provincial

[Human Rights Code](#), R.S.O. 1990, c. H. 19

[Accessibility for Ontarians with Disabilities Act](#), 2005, S.O. 2005, c. 11

[Anti-Racism Act](#), 2017, S.O. 2017, c.15

[Municipal Freedom of Information and Protection of Privacy Act](#), R.S.O. 1990

[Occupational Health and Safety Act](#), R.S.O. 1990, c. O.1

[Pay Equity Act](#), R.S.O. 1990

[Police Services Act](#), R.S.O. 1990, c. P.15

9.3 Provincial Adequacy Standards

[AI-003 Equal Opportunity, Discrimination and Workplace Harassment](#)

9.4 Ottawa Police Services Board Policies

CR-1 Positive Workplace

CR-13 Workplace Violence and Harassment Prevention

CR-14 Accessibility Policy

CR-16 Human Rights and Racial Profiling

Related Policies, Procedures, Tools, Templates

Human Rights Core Policy

Workplace Harassment, Violence and Discrimination Policy

Procedures (available on the [HR Section page](#)):

- o Process and Procedure Maternity, Parental Leave and Prevention of Discrimination and Accommodation based on Sex (including Pregnancy)
- o Process and Procedure Prevention of Discrimination and Accommodation based on Gender, Gender Identity and Gender Expression
- o Process and Procedure for Prevention of Discrimination and Accommodation based on Family Status
- o Process and Procedure for Prevention of Discrimination and Accommodation based on Disability

[EDI & Engagement Lens – Procedural Guide](#)

EDI & Engagement Lens Template :



4_EDI Lens Template
- v1 June 10_2022 FIN

Enquiries

Please direct enquiries about this policy to: Superintendent RVI

Definitions

Please refer to the Human Rights Core Policy for relevant definitions.