



Diversity Policy (Approved 9/21/2015)

In keeping with our Fundamental Principles, the Library is committed to social justice and diversity. We are determined that those who utilize our services have full access without regard to race, ancestry, place or origin, ethnic origin, citizenship, creed, religion, gender, sexual orientation, age, marital status, same sex partnership status, family status, or disability.

To ensure our services are free of barriers, employee diversity is an integral part of the Library's practices. Individual differences are respected and valued. Fair and equitable treatment applies to all aspects of employment. To ensure this, the Library will ensure that each person has equal access to the benefits of employment. Pro-active accommodations at work will be provided, where necessary and reasonably practical, to provide ways that support the employee's dignity, worth and productivity, or to hire or retain qualified employees disabled through either injury or illness, or otherwise belonging to groups protected under the applicable Human Rights Code.

Scope:

This policy applies to all employees, volunteers and extends to patrons of our library.

Work Accommodation:

Work accommodation is any modification made to the way in which an individual works that enables that person to fulfill the essential job tasks for his or her assigned position. Modifications may be temporary or permanent.

Reasonably practical efforts to accommodate a worker will be deemed to be reasonably practical based on several factors. Those that will be considered include health and safety requirements, and cost. Factors that may be excluded are business inconvenience and third party preferences.

Policy application:

The Library will be free of structures or actions that oppress, exclude, limit or discriminate.

Policies, procedures and standard practices will be in compliance with applicable human rights legislation. Fair and equitable treatment will apply to all aspects of employment including but not limited to, recruitment, selection, placement, training and development, promotion, compensation, benefits, termination, and the work environment.



Management responsibilities:

It is the responsibility of management to ensure that all policies, practices, guidelines and procedures do not permit intentional or unintentional (systemic) discrimination and are free of barriers and biases. In so doing, management/supervisors will make every effort to ensure that their volunteer and employee workforce is reflective of the communities in which the library services are provided.

Reasonable accommodations:

In order to discharge its obligations under this policy, the Library will make all reasonable efforts to accommodate the particular needs of employees and volunteers, subject to operational requirements. Such initiatives may include, but are not limited to:

1. The modification of job tasks and/or the physical workplace to accommodate for temporary and permanent physical disabilities.
2. The modification of work hours.
3. Religious Holiday Exchange: An employee may be permitted to exchange a religious holiday with any current non-statutory holiday where appropriate work accommodations can be arranged following discussion and approval by the library's Executive Director.
4. Education and workshops aimed at improving our understanding of diversity.
5. The Library has an obligation to provide early return to work opportunities for those disabled as a result of a workplace injury or illness. The employee also has an obligation to cooperate and actively participate in their own recovery and return to employment, where practical. For more information, employees are to speak to the Library's Assistant Director.