# FIREFLY

## FIREFLY
## POLICY HR #57

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| **Section:** | **HUMAN RESOURCES** |
| **Policy Name:** | **Diversity, Equity, and Inclusion** |
| **Approved by:** | **Chief Executive Officer** |
| **Effective Date:** | **September 21, 2022** |
| **Next Review Date:** | **September 21, 2025** |

## POLICY

FIREFLY is committed to fostering, cultivating, and preserving a culture of diversity, equity, and inclusion.

## DEFINITIONS

### Diversity
The range of characteristics that make individuals unique. These characteristics include, but are not limited to, dimensions such as national origin, ancestry, language, race, color, disability, ethnicity, gender, age, religion, sexual orientation, gender identity, socioeconomic status, and family structures.

### Inclusion
Creating an atmosphere that promotes a sense of belonging where everyone feels respected and valued for their uniqueness. In an inclusive environment, each person is recognized and developed, and their skills are routinely tapped into. In an inclusive environment people are valued because of, not in spite of, their differences so everyone can fully participate and thrive.

### Equity
A distinct process of recognizing differences that are inherent within individuals in order to achieve equality in all aspects of an individual's life. When people are treated equitably, they are recognized for their visible and invisible differences.

### Discrimination
Usually includes not individually assessing the unique merits, capacities, and circumstances of a person, but instead making stereotypical assumptions based on a person's presumed traits. Discrimination has the impact of excluding persons, denying benefits, or imposing burdens.

**PROCEDURE**

The Diversity, Equity, and Inclusion Policy adheres to the Ontario Human Rights Code, the Canadian Human Rights Act, the Employment Equity Act, and the *Accessibility for Ontarians with Disabilities Act*. This Policy will be implemented according to the following principles:

1) All employees, clients, and volunteers of FIREFLY will be treated with dignity and respect.

2) FIREFLY will identify, prevent, and remove barriers to services, programs, and opportunities.

3) Discrimination is prohibited in the workplace, in the provision of goods, services, and facilities to the public, and in the administration of contracts as defined by human rights legislation.

4) FIREFLY facilities will strive to be safe, welcoming, and inclusive for diverse staff, clients, and members of the community.

5) FIREFLY will create an inclusive organizational culture where diverse employees feel valued for their knowledge and skills.

6) FIREFLY will make all reasonable efforts to accommodate employees in the workplace as stipulated under the Ontario Human Rights Code, the Workplace Safety and Insurance Act, the Employment Standards Act, and the Accessibility for Ontarians with Disabilities Act.

7) FIREFLY will strive to create an environment where personal accountability and self-awareness are expected, and harassment and discrimination are not tolerated.

8) Principles of equity and inclusion will be embedded in FIREFLY's education, training, and professional development for staff.

9) Client engagement processes will identify, prevent, and remove barriers to participation to ensure that diverse communities and individuals have opportunities to be meaningfully engaged.

10) FIREFLY will maintain a multi-year Diversity, Equity, and Inclusion work plan and will report on progress annually to ensure the ongoing identification, prevention, and removal of barriers. The Diversity, Equity, and Inclusion work plan will be informed by evidence, community, and internal input.

**SUPPORTING DOCUMENTS**
Policy HR 18 – Harassment
Policy HR 13 – Employment Equity
Policy HR 43 – Workplace Violence
Policy ADM 1 – Accessibility
Policy ADM 4 - Diversity
Canadian Charter of Rights and Freedoms
Human Rights Code, RSO 1990, c. H. 19
Employment Equity Act, S.C., 1995, c. 44
*Accessibility for Ontarians with Disabilities Act, 2005, S.O. 2005 c. 11*
*Integrated Accessibility Standards Regulation Ont. Reg 191/11*

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| Date Created: | September 21, 2022 | Date Reconfirmed: | n/a |
| Date Revised: | n/a | | |