SAIT

Section**:**	Human Resources
Subject**:**	Recruitment, Hiring and Appointment
Legislation:	*Alberta Human Rights Act* (RSA2000 A-25.5); *Employment Equity Act*, S.C.1995, c.44.
Effective:	March 13, 2019
Revision:	May 25, 2020

APPROVED:

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President and CEO

POLICY

The policy of the Board of Governors is for SAIT to hire the best qualified person within the resources available and without discrimination

DEFINITIONS

Designated groups Includes the following groups as defined in the Government of Canada's *Employment Equity Act*:

a) Gender identity - the personal expression of one's own gender(s).

b) Indigenous peoples

c) Persons with a disability(s) - someone who has a physical, intellectual or learning disability, a sensory impairment, and/or mental/emotional health issue, which in interaction with various barriers may hinder their full and effective participating in society on an equal basis with others.

d) Racialized person - someone (other than an Indigenous Person) who self-identifies as non-White in colour or non-White in racial origin, regardless of birthplace or citizenship.

SAIT

e) Sexual orientation - refers to an individual's identity in relations to the gender(s) to which they are attracted.

Employee	A person employed on SAIT's payroll, whether paid by annual salary or hourly wage.
Employment equity	The establishment of working conditions that are free of barriers, correct the conditions of disadvantage in employment and promote the principle that employment equity requires special measures and the accommodation of differences for the designated groups defined above.
Federal Contractors Program (FCP)	Applies to non-federally regulated contractors that have a combined workforce in Canada of 100 or more permanent full-time and permanent part-time employees, and that have received an initial federal government goods and services contract, a standing offer, or a supply arrangement as defined within the FCP. It ensures that contractors who do business with the Government of Canada seek to achieve and maintain a workforce that is representative of the Canadian workforce and that includes members of the designated groups defined above.
Workplace and learning environment	Any physical or electronic environment where SAIT-related activities take place or where SAIT conducts business.

GOVERNING PRINCIPLES

1. SAIT's Employment Equity Program will support SAIT in meeting its commitment to fairness and merit in recruitment, selection and retention practices to achieve a diverse and inclusive workplace and learning environment.

2. Recruitment, selection and retention processes shall honour and support the requirements of legislation and regulations intended to achieve equity in employment, including the Government of Canada's Federal Contractors Program (FCP) and the *Alberta Human Rights Act.*

3. SAIT encourages all those qualified persons from the above designated groups to contribute to SAIT and to apply for employment at SAIT.

PROCEDURE

1. SAIT is committed to the design and implementation of an employment equity plan that aligns with Alberta's human rights legislation and that meets all legislative requirements and/or auditing process.

2. SAIT will identify and initiate employment equity measures to ensure the full participation and advancement at all levels of employment groups. These measures include identifying and removing discriminatory barriers in selection, hiring, promotion and training.

3. SAIT will implement special measures and reasonable accommodations as necessary, to enable members of designated groups to compete with others on an equal basis.

4. The associate vice president, Employee Services department, or designate, is responsible for leading the initiatives required for SAIT to comply with these requirements.

5. Employee Services is responsible for maintaining and monitoring the employment equity plan, in collaboration with schools/departments.

POLICY REFERENCE

HR.5.1   Recruitment and Selection policy
HR.5.1.1 Recruitment and Selection for Salaried Positions procedure
HR.5.1.5 Staff Identification Badges procedure