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**MBC Employment Equity Policy**

**Policy Statement:**

My Broadcasting Corporation (MBC) is committed to equity in employment and in providing a workplace environment that treats all employees with dignity and respect. All employees are encouraged to maximize their potential and contribute fully to the success of the organization. Every employee has an equal opportunity, based on merit, to productively utilize skills, knowledge and experience. MBC is committed to providing a work environment that is fair, free from discrimination and is supportive and responsive in understanding and working with diversity.

The primary purpose of employment equity at MBC is to ensure that all employees and job applicants - particularly in the four federally designated groups: women, Aboriginal people, persons with disabilities and members of visible minorities - are provided with opportunities for employment and advancement consistent with their proven skills and abilities. The intent is to identify and remove any systemic or unintentional discriminatory practices and barriers contained within the company’s employment practices and procedures.

**Definition:**

Employment equity is an ongoing planning process to eliminate barriers in the workplace that may prevent the full participation of all current and potential employees. It focuses on the employment situation of the four designated groups identified in the federal *Employment Equity Act* – women, Aboriginal peoples, persons with disabilities and visible minorities (referred to as **the four designated groups**).

**Goals & Objectives:**

MBC’s goals and objectives concerning employment equity are to:

* Provide a supportive work environment that encourages employees to self-identify as designated group members;
* Promote the full participation and advancement, in line with availability, of the members of the four designated groups in the company’s workforce;
* Implement such special measures as are required to attract, retain and promote members of the designated groups and to ensure that individuals who influence decisions regarding hires and promotions are aware of such special measures;
* Identify areas of the company’s workforce where the designated groups are under-represented and to focus special measures to correct such under-representation;
* Review human resource policies and practices and ensure they are free from physical and attitudinal barriers; and
* Participate in community activities/organizations that support and promote the principles of employment equity.

**Procedures:**

* Implement an employment equity program in accordance with the Canadian Human Rights Commission’s Statutory Requirements.
* Communicate with all employees MBC’s commitment to the achievement of employment equity, the measures being taken and the progress being made to implement employment equity.
* Develop and maintain an employment equity committee used to consult and collaborate with employee representatives on an ongoing basis.
* Appoint a senior employee within the organization to be responsible for overseeing and assisting in the implementation of employment equity. This employee will be designated the Employment Equity Senior Official (currently Marg Tubman).
* Collect and maintain data on the workforce, including conducting a workforce survey asking employees to self-identify as a member of the designated groups.
* Use the results from a workforce analysis to undertake a review of employment policies and practices, to ensure they do not contribute to representation gaps of the designated groups.
* Develop and implement an employment equity plan detailing measures to remove barriers that have been identified.
* Adopt special measures and reasonable accommodations to help ensure the achievement of MBC’s employment equity goals and objectives.
* Monitor the progress of employment equity throughout MBC.

**Structure:**

**Employment Equity Senior Official**

MBC will appoint a senior employee, designated the Employment Equity Senior Official, to be responsible for the implementation and effective maintenance of MBC’s employment equity policy. The Employment Equity Senior Official (currently Marg Tubman) will report directly to President Jon Pole and Executive Vice President Andrew Dickson.

An Employment Equity Coordinator will be assigned to assist the Employment Equity Senior Official in the coordination of employment equity throughout MBC (currently Bailey Brown).

**Employment Equity Committee**

MBC will establish and maintain an employment equity committee that will work through and with the Employment Equity Senior Official and Coordinator to implement and monitor MBC’s employment equity policy and practices.

The employment equity committee will be involved in:

* communicating and promoting the implementation of all employment equity activities to employees;
* assisting in the development of the self-identification questionnaire and the promotion of the workforce survey;
* assisting in the review of all employment policies and practices, written and unwritten, to ensure that they present no employment barriers for designated group members; and
* assisting in the development, implementation and review of the employment equity plan.

The committee will be co-chaired by the Employment Equity Senior Official and the Employment Equity Coordinator (employee representative). Membership on the employment equity committee will be voluntary. Ideally, the committee will have members from each market, and the various designated and occupations groups and sectors within the organization.

**Monitoring and review:**

Anyone who has a concern related to employment equity may submit it in writing to the Employment Equity Senior Official.

**Confidentiality:**

Information given at any stage of the employment equity process will be kept strictly confidential, unless otherwise agreed to by the employee.