

Subject: Access & Equity --	Staff
Policy Number: 4.0	Pages: 3
Implementation: April 2010	Revised: August 2013, August 2017 Next Review: August 2021
Cross Reference: N/A	Approved By: Board of Directors

Purpose:

The Vaughan Community Health Centre (VCHC) “recognizes and values the uniqueness, dignity and worth of all persons in our community”, and we commit to “treating clients, community members and each other with respect and dignity”.ⁱ The Centre acknowledges the existence of individual and system barriers that deny people rights and opportunities, and create barriers to full access and participation. We are committed to identifying and working towards eliminating these barriers including prejudice, oppression, discrimination and harassment to ensure access and equity for all clients, staff, volunteers, board members and associates of the organization.

This policy is intended to educate and inform. Everyone at the VCHC is responsible for creating and maintaining a discrimination-free environment. However, the onus falls on the board of directors for advancing policies and on the Executive Director and the management team for their implementation in the day-to-day operations and delivery of programs and services.

This policy applies within the VCHC and all VCHC related activities off-site. Its purpose and goals are consistent with the equality provisions of the following established charters and policies:

- Accessibility for Ontarians with Disabilities Act
- Canadian Charter of Rights and Freedoms
- Canadian Human Rights Acts
- Canadian Multicultural Act
- United Nations Universal Declaration of Human Rights

Objectives:

- To recognize and promote the ideal that the dignity and worth of every person at VCHC is paramount and that all individuals shall be treated fairly and with respect.
- To promote compliance with the *Ontario Human Rights Code* and the *Occupational Health and Safety Act*, thereby aiming to identify and remove all aspects of discrimination and harassment in our workplace and to ensure the safety of our workers and all who visit our premises.
- To promote compliance with the *Accessibility for Ontarians with Disabilities Act*, thereby aiming to identify and remove barriers and to ensure a harassment and discrimination free environment for individuals with visible and invisible disabilities.
- To undertake the development of outreach programs that will lead to fuller participation of all persons within the community that the VCHC serves.
- To remove barriers associated with prejudice, stereotyping, oppression, discrimination and harassment, thereby promoting enhanced access to services and opportunities.

Responsibilities:

1. Board of Directors

- a) Govern within an anti-oppression, anti-racism, anti-discrimination and anti-harassment framework.
- b) Ensure that the recruitment and retention of VCHC clients, staff, volunteers, board members and associations, reflects the diversity of the community it serves.
- c) Monitor Centre's compliance with all legislation addressing access and equity in the work place.

2. Executive Director

- a) Ensure that this policy is strictly enforced.
- b) Ensure that the organization functions within an anti-oppression, anti-racism, anti-discrimination and anti-harassment framework.
- c) Comply with all legislation addressing access and equity in the work place.
- d) Ensure that anti-oppression, anti-racism, anti-discrimination and anti-harassment education and training will be conducted throughout the organization on an on-going basis.
- e) Ensure that in the recruitment and retention of clients, staff, volunteers and associates, VCHC reflects the diversity of the community it serves.
- f) Monitor, evaluate, review and revise operational policies and procedures, systems and structures to ensure congruence with this policy.

3. Managers/Coordinators/Supervisors

- a) Understand and abide by the requirements of this policy;
- b) Communicate and review this policy with staff and employees who they supervise or manage;
- c) Respond to all Access and Equity complaints or incidents, efficiently and professionally and in accordance with the policy; and
- d) Promptly report to the Executive Director all Access and Equity incidents or complaints, witnessed, responded to or received.

4. Staff

- a) Comply with and uphold this policy at all times;
- b) Immediately notify their supervisor or designated person of any breaches of the access and equity policy, regardless of whether the notifying staff member is the victim or not;
- c) Fully cooperate in any investigation, reporting or complaint procedure undertaken by VCHC under this Policy or in response to any incident or complaint of any breach of this Policy; and
- d) Fully participate in any training of this policy.

ⁱ VCHC's Strategic Plan, 2010 ("Our Values")