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Inclusion Policy

January 01<sup>st</sup>, 2008

Name of Policy

Implementation Date

Director Administration

July 01<sup>st</sup>, 2023

Position Responsible

Date of Last Revision

## Policy Statement

ACE Community College (ACC) is committed to fostering a workplace that values and promotes diversity, equity, and inclusion. We believe that a diverse and inclusive workforce contributes to the success and innovation of our organization. This policy outlines our commitment to creating an environment where all employees feel respected, included, and have equal opportunities to thrive.

## Scope

This policy applies to all employees, contractors, vendors, and visitors associated with ACE Community College (ACC) in the province of British Columbia, Canada.

## Commitments

1. **Diversity:** ACE Community College (ACC) is dedicated to building a diverse workforce that reflects the community we serve. We are committed to hiring individuals with varied backgrounds, experiences, and perspectives.
2. **Equity:** We strive to provide equal opportunities for career development, training, and advancement to all employees, regardless of their background, race, ethnicity, gender, sexual orientation, disability, age, or any other characteristic protected by law.
3. **Inclusion:** ACE Community College (ACC) fosters an inclusive culture that values and respects the uniqueness of each individual. We actively promote a sense of belonging for all employees, encouraging open communication and collaboration.
4. **Non-discrimination:** Discrimination, harassment, and bullying of any kind are strictly prohibited within our workplace. We are committed to creating an environment free from discrimination based on race, color, religion, sex, sexual orientation, gender identity, national origin, age, disability, or any other protected status.

5. **Accommodations:** ACE Community College (ACC) will make reasonable accommodations to ensure that employees with disabilities can perform their job duties. We encourage employees to communicate their accommodation needs with HR.
6. **Training and Awareness:** We provide ongoing training to employees to raise awareness about diversity, equity, and inclusion. This includes but is not limited to workshops, seminars, and resources that promote understanding and respectful communication.
7. **Reporting and Resolution:** ACE Community College (ACC) is committed to promptly addressing any concerns related to discrimination, harassment, or unfair treatment. We have established reporting mechanisms, and all reports will be handled confidentially and investigated promptly.

## **Responsibilities**

All employees, including managers and supervisors, are responsible for promoting and adhering to the principles outlined in this Inclusion Policy. Violations of this policy may result in disciplinary action, up to and including termination of employment.

## **Review and Revision**

This Inclusion Policy will be reviewed regularly to ensure its effectiveness and relevance. Changes may be made to reflect evolving best practices and legal requirements.