



## **DIVERSITY, EQUITY & INCLUSION POLICY**

EFFECTIVE AUGUST 22 , 2022

## Definitions

1. The following terms have these meanings in this Policy:
  - a) **Diversity** – the presence and integration of a variety of individuals with different personal characteristics, particularly Under-Represented Groups, in a group or organization.
  - b) **Inclusion** – acceptance of individuals with diverse personal characteristics into a group or organization regardless of those characteristics.
  - c) **Equity** – fairness afforded to individuals with diverse personal characteristics regardless of those characteristics.
  - d) **Under-Represented Groups** – Under-Represented Groups include women, children in low income families, Indigenous people, seniors, people with disabilities, newcomers to Canada, and members of the LGBTQ2 community.

## Purpose

2. The OCF is committed to encouraging diversity, equity and inclusion in its administration, policies, programs, and activities. The purpose of this Policy is to ensure that the OCF provides Under-Represented Groups with a full and equitable range of opportunities to participate and lead.

## General

3. The OCF will:
  - a) Support inclusion, equity, and access for Under-Represented Groups.
  - b) Exercise influence with external agencies to encourage equity.

## Programming

4. The OCF is committed to creating and supporting programs that address diversity, equity, and inclusion issues in sport. For example, the OCF will:
  - a) Ensure that the achievement of equitable opportunities is a key consideration when developing, updating, or delivering the OCF's programs and policies.
  - b) Ensure that individuals from Under-Represented Groups have no barriers to participation in the OCF's programs, training, and coaching opportunities.
  - c) Create and support new programming that specifically addresses diversity, equity, and inclusion.
  - d) Monitor and evaluate the success of its diversity, equity, and inclusion programming.
  - e) Fund programs and services equally.
  - f) Encourage Under-Represented Groups to act as role models for young participants.
  - g) Create special opportunities to advance the number and levels of women in coaching.
  - h) When planning educational sessions, consider the balance of female and male presenters.

## Staff, Board of Directors, Committee

5. The OCF will:
  - a) Strive to achieve gender balance in the appointment of all committees, task forces and other decision-making or decision-influencing bodies, and in seeking nominations for and appointments to the Board.
  - b) Include gender equity as a stated value that is accepted and promoted on nominating and selection committees.
  - c) Ensure equal opportunities exist for all staff to receive professional development to move towards senior levels of decision-making.

- d) Develop, update and deliver all policies, programs and services ensuring the concerns and needs of Under-Represented Groups are identified, promoted and supported.
- e) Deal with any incidence of discriminatory behaviour according to the *Code of Conduct and Ethics and Harassment, Discipline and Complaints Policy*.

### **Media Relations**

6. The OCF will:

- a) Strive to ensure that Under-Represented Groups are portrayed equitably in promotional materials and official publications, and that gender-neutral language is used in all communications.
- b) Produce all written and visual materials in a gender-inclusive manner.
- c) Develop a communication plan that strives to give media visibility to Under-Represented Groups.
- d) Use gender-appropriate or gender-neutral language and positive, active visuals in all publications, graphics, videos, posters and on websites.

### **Human Resource Management**

7. As part of its commitment to the use of equitable human resource management practices, the OCF will:

- a) Adopt, when possible, work practices such as flex-time, job-sharing and home-based offices.
- b) Provide a physically accessible workplace environment.
- c) Ensure a non-smoking environment.
- d) Use non-discriminatory interview techniques.
- e) Provide opportunities for all staff to advance to senior decision-making levels and receive equitable remuneration.
- f) Publicly declare the OCF to be an equal opportunity employer and respect and implement the principle of pay equity in relation to salaried and contract employees.
- f) When appropriate, make available access to Employee Assistance counselling.

### **Ongoing Commitment to Inclusion, Diversity and Equity**

8. The OCF resolves to continue to incorporate inclusion, diversity, and equity matters in its strategies, plans, actions, and operations; including technical programs, business management, sponsorship, marketing, media and communications.

### **Evaluation**

9. The OCF will continually monitor and evaluate its inclusion, equity, and diversity progress.