

Policy Name	Representative Workforce and Employment Equity		
Policy #	726	Category	HUMAN RESOURCES
Steward	Manager, Human Resources	Date Approved	August 13, 2025
Next Review Date		Date Reviewed or Revised	

POLICY

Suncrest College is committed to the principles of employment equity, and the recruitment and retention of a representative workforce reflective of the demographics in our region. The Saskatchewan Human Rights Commission's definition of equity groups includes:

- Women in under-represented occupations
- Indigenous people
- Visible minorities
- Persons with disabilities

The College will uphold the principles of employment equity by emphasizing fairness, equity and transparency in its hiring and workforce retention practices.

PRINCIPLES

1. Suncrest College is committed to a fair and unbiased hiring process, ensuring all candidates are treated in a just and impartial manner. Each candidate is assessed using the same criteria and given an equal opportunity to be evaluated for suitability for the position.
2. Suncrest College will work toward establishing a workforce that is representative of the population of its region inclusive, in terms of the designated equity groups as defined by the Saskatchewan Human Rights Commission: Indigenous people, visible minorities, women in underrepresented occupations, and persons with disabilities.
3. Suncrest College recognizes individuals may face disadvantages based on various grounds of discrimination prohibited by the Saskatchewan Human Rights Commission. The recruitment and hiring process must be respectful of all groups and individuals, with everyone involved, in the process, actively guarding against unconscious bias keeping with the goal of achieving equity in the workforce.
4. Suncrest College is dedicated to fostering respect for all individuals and ensuring a safe, welcoming, and inclusive recruitment experience.

SCOPE

This policy applies to all Suncrest College employees.

DEFINITIONS

Indigenous – according to Statistics Canada, Indigenous identity can refer to persons who are “First Nations (North American Indian), Métis and/or Inuk (Inuit), and/or those who report being Registered or Treaty Indians (that is, registered under the Indian Act of Canada), and/or those who have membership in a First Nation or Indian band. Indigenous peoples are defined in the Constitution Act, 1982, Section 35 (2) as including the Indian, Inuit and Métis peoples of Canada.

First Nation – Includes people who are Registered or Treaty Indians (that is, registered under the Indian Act of Canada), and/or those who have membership in a First Nation or Indian band.

Inuit – In Canada, an Indigenous people that inhabits or that traditionally inhabited the northern regions Arctic coasts of Canada known as Inuit Nunangat, and whose members are united by a common origin, history and culture. In Inuktitut the noun “Inuit” means “the people”, and it is in plural form.

Métis – In Canada an Indigenous People whose members are of mixed First Nations and European ancestry, are united by a common origin, history, and are generally accepted by the Métis Nation. Métis people are defined under the Métis National Council as “a person who self-identifies as Métis, is distinct from other Aboriginal peoples, is of historic Métis Nation Ancestry and who is accepted by the Métis Nation.”

Persons with Disabilities – Are persons who, under the Saskatchewan Employment Equity Program, have a disability within the meaning of section 2(1)(d.1) of The Saskatchewan Human Rights Code. For the purposes of establishing representative workforce, persons with disabilities:

- have persistent physical, intellectual, mental, psychiatric, sensory, or learning conditions that:
 - require a technical device and/or personal support or service which enables such persons to perform the essential functions of a job; and/or
 - require some form of accommodation such as time off for medical appointments or treatments;
- consider themselves, and believe an employer or a potential employer would consider them disadvantaged in finding, retaining, or advancing in employment because of that condition.

Representative Workforce – A workforce where all levels of the organization reflect the diversity of the community served and where individuals who are under-represented in the workforce have equitable access to employment. For Suncrest College, representative workforce means Indigenous people, visible minorities, women in under-represented occupations, and persons with disabilities are employed at the same level of representation of the diversity of the

community/population served.

Self-Declared Staff – Those employees who have voluntarily declared that he/she considers themselves to be in a Designated Equity Group, such as Indigenous (First Nation, Métis, Inuk/Inuit), Visible Minority, and/or Persons with Disabilities.

Visible Minority – Are defined as, “persons, other than Indigenous persons, who are non-Caucasian in race or non-white in colour”, as per the Employment Equity Act. For the purpose of this policy, visible minorities are a Designated Equity Group as defined by the Saskatchewan Human Rights Commission for equity purposes.

PROCEDURES

1. Any plans to achieve and maintain a representative workforce will be implemented in accordance with The Saskatchewan Human Rights Code, The Saskatchewan Employment Act, and the Saskatchewan Regional Colleges Collective Bargaining Agreement.
2. Human Resources, in collaboration with appropriate areas, monitors and evaluates the hiring and recruitment processes, and staff retention initiatives, to determine their effectiveness in achieving a representative workforce.
3. New hires will be provided with cultural awareness and diversity awareness training during their orientation to Suncrest College. This training will have a focus on First Nations and Métis history and culture.
4. All new hires are sent a Voluntary Declaration form, and they are encouraged to voluntarily self-declare status of an equity group. Human Resources monitors the number of employees who voluntarily self-declare status of an equity group. Personal information collected through this process is kept confidential.
5. The SHRC has dissolved the requirement for an exemption in order to hire, for a professional position, within the following four equity groups: people who identify as: Indigenous, a visible minority, having a disability, and women in underrepresented occupations. In instances where Suncrest College services can be improved to disadvantaged groups, positions may be designated to one of the four equity groups as outlined by the Saskatchewan Human Rights Commission (SHRC).

Employee Responsibilities:

All employees have the individual responsibility to:

1. Promote, create, and maintain a safe and inclusive environment respectful of diversity.
2. Follow procedures introduced to ensure equity and non-discrimination.
3. Report any suspected or alleged discriminatory practices to the Human Resources Manager.

Employer Responsibilities:

1. Promote equality and inclusion in the workplace as a good management practice that

makes sound business sense.

2. Regularly review employment practices and procedures to ensure fairness.
3. Provide staff with up-to-date cultural awareness and diversity awareness training with a focus on First Nations and Métis history and culture.
4. Monitor and review the policy to ensure it is current.

LEGISLATIVE AND COLLECTIVE AGREEMENT REFERENCES

- [Employment Equity Act, S.C. 1995, c.44](#)
- [Saskatchewan Human Rights Code, 2018](#)
- [Saskatchewan Human Rights Commission. Section 48 – The Saskatchewan Human Rights Code Reasonable and Justifiable Measures, 2011.](#)
- [Saskatchewan Employment Act, S-15.1](#)
- Saskatchewan Regional Colleges Collective Agreement – Article 3.9

LINKS TO OTHER RELATED POLICIES, DOCUMENTS, AND WEBSITES

- [Saskatchewan Human Rights Commission. Policy Related to Visible Minorities as a Designated Equity Group, 1999.](#)
- [Saskatchewan Human Rights Commission. Policy Related to Persons With Disabilities as a Designated Equity Group, 1988.](#)
- [Government of Canada. “Guide on Equity, Diversity and Inclusion Terminology” 27 March 2024.](#)