

PHE Canada - STATEMENT of POLICY and PROCEDURE			
Manual:	Not-for-Profit	SPP No.	NP 2.07
Section:	Governance	Issued:	Oct 07, 2019
Subject:	Equity and Equality	Effective:	Oct 07, 2019
Issue to:	All Manual Holders	Page:	1 of 3
		Replaces:	NP 2.07
Issued by:	Board of Directors Motion – 19-10-17	Dated:	Nov 14, 2014

1 POLICY

- 1.01 PHE Canada recognizes, accepts and is committed to promoting the principles of equity and equality, and will ensure that these principles are adhered to in all its activities.

2 PURPOSE

- 2.01 The purpose of this Statement of Policy and Procedure is to set out the principles of conduct expected from all staff, volunteers and the Board of Directors.
- 2.02 The purpose of this Statement of Policy and Procedure is to guide PHE Canada in its development, revisions, delivery and dissemination of information, resources, programs, events and other activities.

3 SCOPE

- 3.01 This policy applies to all staff, volunteers and the Board of Directors.

4 RESPONSIBILITY

- 4.01 It is the responsibility of **every individual** to be equitable in day-to-day activities and to adhere to both the principles and particulars in this policy.
- 4.02 It is the responsibility of the **ED&CEO** to ensure that all employees are aware of this policy.
- 4.03 It is the responsibility of the **President** to ensure that all Directors and the ED&CEO are aware of this policy.
- 4.04 It is the responsibility of the **Staff** and **Board of Directors** to review the Equity and Equality Statement of Policies and Procedures bi-annually, to identify any gaps, opportunities, risks and mitigation strategies

5 DEFINITIONS

- 5.01 **“Equity”** refers to treatment that is fair, impartial and just. This definition of equity includes all persons regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), gender (includes pregnancy), sexual orientation, disability (physical or mental disability), age, marital status, family status and other diversities.
- 5.02 **“Equality”** refers to the state of being equal, especially in status, rights and opportunities. It means that all persons enjoy the same conditions and treatment without discrimination regardless of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed (religion), gender (includes pregnancy), sexual orientation, disability (physical or mental disability), age, marital status, family status and other diversities.
- 5.03 **“Equitable”** refers to being fair and reasonable in consideration of the facts and circumstances.
- 5.04 **“Substantive equality”** is achieved when one takes into account, where necessary, the differences in characteristics and circumstances of minority communities and provides services with distinct content or using a different method of delivery to ensure that the minority receives services of the same quality as the majority. This approach is the norm in Canadian law.

6 REFERENCES and RELATED STATEMENTS of POLICY and PROCEDURE SPP NP 2.03 – Roles and Responsibilities

7 PROCEDURES

- 7.01 The leadership within PHE Canada will encourage and advocate for diverse representation on its staff, volunteers and the Board of Directors.
- 7.02 PHE Canada will provide equitable opportunities for all individuals to participate in its activities, projects, programs, meetings and events, where appropriate and feasible.
- 7.03 The needs of all individuals will be defined and incorporated within PHE Canada’s documented plans and priorities, where appropriate and feasible.
- 7.04 PHE Canada is committed to equitability in developing programs and services for all individuals as outlined within PHE Canada’s overall plans and priorities, where appropriate and feasible.
- 7.05 PHE Canada will encourage all individuals to act as role models for children and youth, believing it is essential that all individuals be viewed as leaders in the community, where appropriate and feasible.

7.06 PHE Canada will focus promotional efforts on portraying physical activity and healthy living without bias, reflecting the positive involvement of all individuals.

7.07 When dealing with other organizations and companies at domestic and international levels, PHE Canada will advocate and lobby to enhance opportunities for all individuals as leaders and participants.

8 ATTACHMENTS

None