

Equity, Diversity and Inclusion			
Section:	Governance	SPP No.	NP 2.07
Issued by:	Board of Directors Motion – 22-03-13	Issued:	Mar 02, 2022
Review Cycle:	Bi-annually	Replaces:	NP 2.07
Next Review:	February 2024	Dated:	Oct 07, 2019

1 POLICY

1.01 Physical and Health Education Canada (PHE Canada) values, embraces and is committed to promoting the principles of equity, diversity and inclusion, 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 Board of Directors, Officers, staff and volunteers.

2.02 The purpose of this Statement of Policy and Procedure is to guide PHE Canada in its administration, policies, communications, resources, programs, events and other activities.

2.03 The purpose of the Statement of Policy and Procedure is to ensure that PHE Canada provides equity deserving groups with a full and equitable range of opportunities to participate and lead.

3 SCOPE

3.01 This policy applies to the **Board of Directors, Officers, ED&CEO, staff and volunteers.**

4 RESPONSIBILITY

4.01 It is the responsibility of **every individual** to be equitable in day-to-day activities, promote the value of diversity, advance inclusion efforts, 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, Diversity and Inclusion Statement of Policies and Procedures bi-annually, to identify any gaps, opportunities, risks and mitigation strategies.

5 DEFINITIONS

5.01 **Diversity:** The presence of a wide range of human qualities and attributes within an individual, group or organization. Diversity includes such factors as age, sex, race, ethnicity, physical and intellectual ability, religion, sexual orientation, educational background and expertise. It also refers to the unseen dimensions of identity - beliefs, ideologies, world views, and knowledge systems.

- 5.02 **Equity:** Fairness, impartiality, even-handedness. A distinct process of recognizing differences within groups of individuals, and using this understanding to achieve substantive equality in all aspects of a person's life.
- 5.03 **Equality:** 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.
- 5.04 **Equitable:** Being fair and reasonable in consideration of the facts and circumstances.
- 5.05 **Inclusion:** Appreciating and using our unique differences – strengths, talents, weaknesses and frailties – in a way that shows respect for the individual and ultimately creates a dynamic multi-dimensional organization. It is more than just providing access, it is about ensuring that people feel like they belong.
- 5.06 **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

[Ontario Human Rights Commission](#)
[PHE Canada's Accessibility Policy](#)
[PHE Canada's Code of Conduct and Ethics](#)
[PHE Canada's Discipline and Appeal Policy](#)
[PHE Canada's Official Languages Policy](#)

7 PROCEDURES

General

- 7.01 PHE Canada is committed to enhancing the quality of, and increasing the level of participation in its leadership and programs by:
- Supporting inclusion, equity, and access for equity deserving groups.
 - Promoting the value of diversity.
 - Ensuring that individuals from equity deserving groups have equitable opportunity to participate in PHE Canada's programs, events, training, and other opportunities.
 - Exercising influence with external agencies to encourage equity.
 - Dealing with any incidence of discriminatory behaviour according to its Code of Conduct and Ethics and Discipline and Appeal Policy.

Programming

- 7.02 PHE Canada is committed to creating and supporting programs that address equity, diversity and inclusion issues. For example:
- Ensuring that the achievement of equitable opportunities is a key consideration when developing, updating, or delivering PHE Canada's programs and policies.
 - Creating and supporting programming, resources and services that address equity, diversity and inclusion.
 - Monitoring and evaluating the success of its equity, diversity and inclusion programming, resources and services.
 - When planning educational sessions, considering the diversity and balance of presenters.

Staff, Board of Directors, Committees

- 7.03 PHE Canada is committed to :
- (a) Diversity 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) Encouraging 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.
 - (c) Developing, updating and delivering all policies, programs and services ensuring the concerns and needs of equity deserving groups are identified, promoted and supported.
 - (d) Dealing with any incidence of discriminatory behaviour according to PHE Canada's Harassment and Violence Policy.

Communications

- 7.04 PHE Canada is committed to:
- (a) Ensuring that equity deserving groups are portrayed equitably in promotional materials and official publications.
 - (b) Developing communication plans that strive to give media visibility to equity deserving groups.
 - (c) Using gender-appropriate and positive, active visuals in publications, graphics, videos, posters and on websites.
 - (d) Ensuring that non-discriminatory language is used in all communications, and according to PHE Canada's Official Languages Policy.
 - (e) Portraying physical activity and healthy living without bias, reflecting the positive involvement of all individuals.

Human Resource Management

- 7.05 PHE Canada is committed to:
- (a) Adopting, when possible, work practices such as work shifting and work from home.
 - (b) Providing a physically accessible workplace environment.
 - (c) Ensuring a non-smoking environment.
 - (d) Using non-discriminatory interview techniques to promote equitable employment opportunities.
 - (e) Ensuring a pay scale reflecting equal pay for work of equal value for its employees.
 - (f) When appropriate, making available access to Employee Assistance counselling.

Ongoing Commitment to Inclusion, Diversity and Equity

- 7.06 PHE Canada is committed to incorporating equity, diversity and inclusion matters in its strategies, plans, actions, operations and procurement; including programs, resources, services, events, business management, sponsorship, marketing, media and communications.
- 7.07 PHE Canada is committed to ongoing training and professional development opportunities on equity, diversity and inclusion to its staff, Board and Officers.

Evaluation

- 7.08 PHE Canada is committed to monitoring and evaluating its equity, diversity and inclusion progress.

8 ATTACHMENTS

None