



TIMES CHANGE
WOMEN'S EMPLOYMENT SERVICE

DIVERSITY & INCLUSION POLICY

Times Change Women's Employment Service values bringing together staff, board, volunteers and clients from varied backgrounds and perspectives. We are also committed to creating an inclusive workplace and service agency that reflects the diverse community we serve.

1. We are inclusive and respectful as a result of our employment diversity.
2. We strongly believe in a positive workplace culture and welcome all who identify as women, without discrimination on the basis of, and not limited to, ability; age; ancestry; ethnicity; family or marital status; language; place of origin; political or religious affiliation; race; sexual orientation; or socio-economic status.
3. Our values create an equitable workplace that engages individuals in the belief that their perspective is essential to the organization.
4. We encourage individuals to participate fully and have complete access to our services, employment, governance and volunteer opportunities. Individuals who engage with Times Change are valued participants who have opportunities to shape and evaluate programs, and provide ongoing feedback to staff.

In order to ensure our policies are reflective of our practices:

- We regularly review the composition of our staff, board and volunteer complement with the changing needs of our organization to identify gaps;
- We advertise vacancies in appropriate venues to attract a cross-section of candidates, paying attention to the communities where gaps have been identified;

- Each new staff, board, volunteer and client completes an anonymous questionnaire which collects demographic information. This information is compiled quarterly and analyzed regularly, helping to identify changes and/or gaps;
- We consciously bear in mind the identified gaps along with the need for expanded diversity when screening, short listing, interviewing and selecting applicants;
- We notify the public of our commitment to diversity and inclusion and encourage candidates from diverse backgrounds, including those who may require accommodation, to apply to join our team;
- We review this Diversity & Inclusion Policy, along with other organizational policies, in the training of new staff, board and volunteers;
- This policy is made publicly accessible on our website.

Signed by the Times Change Board of Directors:

Mala Persaud.
President, Board of Directors

June 5, 2014
Date

Ann Lettison
Secretary, Board of Directors

June 18, 2014
Date