

	POLICY	DOCUMENT ID	
	DIVERSITY, EQUITY AND INCLUSION	PO-HR-CORP-019	
		PAGE	REVISION DATE
		1 OF 5	01-AUG-2023

DIVERSITY, EQUITY AND INCLUSION

Approved by: Paula Breeze, Chief Human Resources Officer

1 August 2023

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1. Purpose

CEDA is committed to providing a work environment that is diverse, equitable and inclusive. One where each employee is respected for their differences, has an equal opportunity to contribute and reach their full potential. CEDA recognizes that we all benefit from an inclusive and collaborative culture, which will contribute to healthier and stronger performing teams.

2. Scope

This Policy is applicable to all CEDA employees and/or contractors.

3. Accountabilities

3.1 Supervisors/Leaders

- Understand their role in promoting and fostering awareness and understanding of diversity, equity and inclusion within CEDA.
- Educating and explaining to employees and/or contractors the contents of this Policy.
- Being familiar with, understand and comply with this Policy.
- Actively discourage and address any actions that are contrary to this policy to support a respectful and inclusive workplace.
- Lead by example.

3.2 Human Resources

- Foster awareness and understanding of diversity, equity and inclusion within CEDA.
- Work with leaders to help ensure employees are aware of this Policy.
- From time to time, provide training to employees to aid in the application and understanding of this Policy.

3.3 Employees and/or Contractors

- Treat employees with dignity and respect at all times.
- Understand, be familiar with, and comply with this Policy.
- Adhere to all applicable CEDA, client and legislative codes, regulations and practices/procedures.
- Lead by example.
- Identify and bring forward any situations that are contrary to this policy.

4. Definitions and Acronyms

CEDA means CEDA Limited Partnership and its subsidiaries and entities.

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DIVERSITY means a workplace with a wide range of employee characteristics and experiences, such as age, race, national or ethnic origin, family or marital status, sexual orientation, gender identity, language, physical and mental ability, political affiliation, religion, education, socio-economic status and other characteristics that make our employees unique.

EMPLOYEE AND/OR CONTRACTOR means any person employed by CEDA on a permanent full or part-time basis as well as independent contractors of CEDA and subcontractors providing services to CEDA or on behalf of CEDA.

EQUITY means recognizing differences of individuals to provide fair access to opportunities and resources for everyone, free of barriers and discrimination.

INCLUSION means the practice or process of creating a working environment and culture that values and accepts the different perspectives of all employees, regardless of their background or circumstance.

HUMAN RESOURCES REPRESENTATIVE means a Business Partner, Manager, Director or Vice President (VP) of Human Resources.

LEADER means any person who has direct accountability for employees and/or contractors or group of employees and/or contractors and may include but not limited to Operations Manager, Supervisor, Site Supervisor, Foreman, etc.

5. Policy

CEDA is committed to providing a diverse, equitable and inclusive work environment by:

- Creating an environment where the individual differences and contributions of all employees are recognized and valued.
- Fostering a work environment of awareness and understanding that promotes dignity and respect for every employee.
- Attracting and retaining a skilled and diverse workforce that best represents the talent that is available within the communities in which we operate.
- Ensuring all selection-based criteria are appropriate and based on diverse skills and experience when both hiring new employees and promoting internally.
- Regularly reviewing and updating all employment practices and policies as required to foster a work environment built on the premises of diversity, equity and inclusion; including, but not limited to: recruitment and selection; compensation and benefits; professional development and training; promotions; transfers; and terminations.
- Reviewing diversity statistics regularly to ensure representation of our communities within and at all levels of our workforce.
- Actively discouraging, and addressing through appropriate disciplinary action, any forms of intimidation, bullying, or harassment that are contrary to the intentions of this policy.

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- Complying with all legislative requirements.

6. Breach of Policy

A breach of this Policy or failure to comply with this Policy may result in disciplinary action, up to and including termination.

7. Supporting Documents

Document Name	Identification	Revision
CEDA CODE OF CONDUCT AND ETHICS	PO-BOD-CORP-002	latest
EMPLOYMENT EQUITY ACT	Employment Equity Act	
CANADIAN HUMAN RIGHTS ACT	https://www.chrc-ccdp.gc.ca/en	

8. Interpretation and Updating

The Privacy Officer is responsible for responding to any requests for clarification and for regular review and updating of this policy.

9. Revision Record

Revision Date	Section Affected	Changes Made
AUGUST 2023	New	

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