

Downtown Whitby BIA Recruitment and Selection Policy

Name	Recruitment and Selection Policy
Reference	BoM Resolution #15-17
Date Approved	June 27th, 2017
Date Revised	N/A
Approval	Board of Management
Point of Contact	Board Chair

Policy Statement

The Downtown Whitby Business Improvement Area (DWBIA) is committed to providing an accessible environment in which residents, visitors and employees have equitable access to municipal programs, services and facilities in a way that respects the dignity and independence of each individual. The DWBIA is dedicated to ensuring that all legislated obligations under the Accessibility for Ontarians with Disabilities Act are met and that compliance with these standards is maintained. The DWBIA is an Equal Opportunity employer that is committed to an inclusive, barrier-free recruitment and selection process.

Purpose

The purpose of this policy is to establish consistent recruitment and selection practices which support continuing efforts to hire qualified candidates while maintaining objectivity in evaluating qualifications, skill, ability and merit, and ensuring the principles of equal treatment in employment opportunities are observed.

Downtown Whitby BIA Recruitment and Selection Policy

Scope

This policy applies to all DWBIA staff and candidates.

Index

1. Definitions	2
2. General Statements	2
3. Minimum Age for Employment	3
4. Recruitment of Summer Students	3
5. Recruitment of Co-op Students	3
6. Recruitment of Relatives	3
7. Disclosure	3
8. Persons with a Disability	4

1. Definitions

1.1. **Immediate Family** is defined as spouse, common-law spouse, same-sex partner, mother, stepmother, father, step-father, people standing in loco parentis, child, step-child, grandchild, grandparent, sister, step sister, half sister, brother, stepbrother, half-brother, mother-in-law, father-in-law, daughter-in-law, sister-in-law, son-in-law and brother-in-law.

2. General Statements

2.1. The DWBIA recognizes that its effectiveness as a Local Board to the Town of Whitby is determined largely by quality of its workforce. The DWBIA is an equal opportunity employer that:

2.1.a. Provides equality of opportunity for employment without discrimination, consistent with the Ontario Human Rights Code, Pay Equity Act, Employment Standards Act and Regulations

Downtown Whitby BIA Recruitment and Selection Policy

developed under the Accessibility for Ontarians with Disabilities Act, 2005;

2.1.b. Hires and promotes on the basis of merit, compensates fairly according to the value of the work performed and creates a climate of mutual respect for the dignity of each individual;

2.1.c. Encourages promotion from within its workforce subject to the qualifications, experience and skills required to successfully perform the duties of the position;

2.1.d. Does not tolerate acts of favouritism, discrimination or influence in the selection process. Elected officials, appointed officers or employees of the DWBIA shall not attempt to influence the hiring of any applicant; and,

2.1.e. The policy may be revised from time to time as deemed necessary; and,

2.2. Exceptions relating to the policy may only be permitted with the express written permission of the Chair or Vice Chair of the DWBIA.

3. Minimum Age for Employment

3.1. The minimum age for hiring of employees and/or volunteers shall be in accordance with the Occupational Health and Safety Act, R.S.O. 1990, Industrial Establishments, Regulation 851, Part I, Sec. 4. (1).

4. Recruitment of Summer Students

4.1. The DWBIA requires the use of students to assist in various departments from May to August each year. All positions require budget approval by

Downtown Whitby BIA Recruitment and Selection Policy

the DWBIA Board of Management and Membership and Council on an annual basis.

5. Recruitment of Co-op Students

5.1. The DWBIA reserves the right to hire Co-op Students at any time throughout the year, subject to the budget approval process and the provision of this policy.

6. Recruitment of Relatives

6.1. The DWBIA will not provide a preference, nor discriminate in favour of or against, the employment of a member of an employees', elected officials' or appointed representatives' immediate family for employment which is paid for by the DWBIA. The principle of skill, ability and merit shall prevail and shall be the deciding factor in the selection and appointment of successful candidates.

6.2. The DWBIA will only consider an employee's immediate family for full-time employment, at the discretion of the Chair, Vice Chair and BoM. .

6.3. Notwithstanding the above, relatives of an employee's immediate family will not be hired into positions if any of the following circumstances exist:

6.3.a. The reporting structure would be such that one family member has direct supervision and/or significant influence over the relative;

6.3.b. The relative would have input and/or ability to influence the work schedule and/or performance of the said employee; or

6.3.c. Where both relatives have access to financial information and/or revenues.

6.4. In the event that employees working in the same functional division becomes related after being hired, creating a situation as detailed above,

Downtown Whitby BIA Recruitment and Selection Policy

the DWBIA shall make every effort to effect transfers to place one of the employees in a different functional division.

7. Disclosure

7.1. The DWBIA retains the right to require applicants to disclose pertinent relationship issues should they be in conflict with the requirement of this policy.

8. Persons with a Disability

8.1. The DWBIA is an Equal Opportunity employer that is committed to an inclusive, barrier-free recruitment and selection process and is in compliance with the requirements of the Integrated Accessibility Standards, Ontario Regulation 191/11, (made under the Accessibilities for Ontarians with Disabilities Act, 2005). Accommodations will be provide to individuals, upon request.

8.2. The DWBIA shall post information about the availability of accommodations from applicants with disabilities during the job posting process.

8.3. The DWBIA shall notify job applicants, when they are individually selected to participate in an assessment or selection process that accommodation are available upon request in relation to the materials or processes to be used. The DWBIA shall consult with any applicant who requests an accommodation and provide or arrange for the provision of a suitable accommodation in a manner that takes into account the applicant's accessibility needs due to disability.

8.4. Successful applicants shall be notified of the DWBIA Workplace Accommodation for Disabilities policy as part of their offer of employment.



Downtown Whitby BIA Recruitment and Selection Policy

This Policy is hereby approved by DWBIA BoM on _____