

EQUITY, DIVERSITY AND INCLUSION POLICY

Policy Subject	Equity, Diversity, and Inclusion Policy
Policy Section	
Policy Number	
Approving Authority	The Board of Directors
Revision	
Approved Date	November 16, 2023
Responsible Officer	CEO and Registrar
Next Policy Review Date	TBD

1.0 REASON FOR POLICY

- 1.1 To provide a system-wide approach for creating an environment that promotes equity, diversity, and inclusion in ASTTBC’s operations, governance, and culture as well as for the profession of applied science and engineering technology.

To provide guidance with standardizing EDI practices, and the policies which reinforce them, to eradicate prejudice and discrimination based on an individual or group of individual's protected characteristics to ensure fair treatment and opportunity for all.

2.0 APPLICABILITY

- 2.1 Compliance with this policy is required by all ASTTBC employees, board members, volunteers, and other persons acting on behalf of ASTTBC (including those under contract to ASTTBC), in their respective roles, duties, decision-making and conduct.

Throughout this policy, the term “**employee**” shall apply to any ASTTBC employee, volunteer, person under ASTTBC contract, committee member or Board Director unless otherwise specified.

This policy will also inform professional practice guidelines.¹

3.0 POLICY STATEMENTS

3.1 Definitions:

Equity is the process of recognizing the existence of system social inequalities or barriers and introducing proactive actions to achieve parity and equal opportunity in policy, process, and outcome.

Discrimination: Unfavourable treatment of people or groups based on identification with areas in the human rights code: Marriage, ethnicity, age, color, religion, sexual orientation.

Diversity is a practice of accepting, welcoming, respecting, valuing, and supporting persons of all backgrounds and characteristics. Diversity demands an active effort to remove any barriers for characteristics included but not limited to race, culture, ethnicity, ancestry, religion, disability, sexual orientation, gender identity, and age.

Harassment: A form of discrimination. Unwanted physical, verbal behavior that threatens, offends, intimidates, or humiliates.

Inclusion is providing equal access to opportunities and resources for people who might otherwise be excluded or marginalized, such as those who have physical or mental disabilities and members of other minority groups. Diversity requires the constant, conscious effort to ensure all individuals are valued and respected for their contributions and are equally supported.

Microaggression: A statement, action, or incident regarded as an instance of indirect, subtle, or unintentional discrimination against members of a marginalized group such as a racial or ethnic minority.

3.2 **Policy Statement:**

Statement of Principles

ASTTBC is committed to fostering, cultivating, and safeguarding a vibrant culture rooted in the principles of equity, diversity, and inclusion for our organization and the professions we regulate. Our employees, volunteers, and registrants embody a rich tapestry of individual differences, life experiences, knowledge, inventiveness, innovation, self-expression, unique capabilities, and talent. The dedication they invest in their work not only shapes our culture but plays a pivotal role in defining our reputation and contributing to our collective achievements.

We embrace and encourage our employees' differences in age, color, disability, ethnicity, family or marital status, gender identity or expression, language, national origin, physical and mental ability, political affiliation, race, religion, sexual orientation, socio-economic status, veteran status, and other characteristics that make our employees and registrants unique.

ASTTBC's diversity initiatives are applicable—but not limited—to our practices and policies in operations, governance, and culture:

- Respectful communication and cooperation between all employees;
- Teamwork and employee participation, permitting the representation of all groups and employee perspectives;
- Individual and group performance evaluations based on observable and measurable behaviours and competencies;
- Operate under transparent policies and procedures;
- Creating and maintaining a learning culture;
- Work/life balance through flexible work schedules to accommodate employees' varying needs;
- Employer and employee contributions to the communities we serve to promote a greater understanding and respect for diversity;
- Treat registrants, clients, employees, and members of the public with respect and courtesy; and,
- Conduct oneself with fairness, honesty, and good faith towards registrants, employees, the general public, and to others.

Roles and Accountabilities

All employees of ASTTBC have a responsibility to always treat others with dignity and respect. All employees are expected to exhibit conduct that reflects inclusion during work, at work functions on or off the work site, and at all other organization-sponsored and participative events.

The following roles and responsibilities are also in effect:

- All employees are expected to:
 - Review and abide by the law and our policies;
 - Participate in educational and training programs about equity, diversity and inclusion;
 - Assess and modify how they work and make decisions, considering how habits or practices, particularly the impact of unconscious biases, may exclude people from opportunities to contribute and participate;
 - Explore ways they personally can open doors for people who have been historically underrepresented, and help ASTTBC become a more equal, diverse, and inclusive environment; and,
 - Challenge ASTTBC to do better by bringing concerns to the attention of human resources, who can be reached at: hr@asttbc.org.

Any employee found to have exhibited any inappropriate conduct or behaviour against others may be subject to disciplinary action.

Employees who believe they have been subjected to any kind of discrimination, harassment, or microaggression that conflicts with the organization’s diversity policy and initiatives should seek assistance from management or human resources.

Management, working in conjunction with the EDI Working Group where appropriate, is responsible for the oversight and maintenance of this policy and is accountable to ensure the Statement of Principles is adhered to, in both the creation of policy and procedure, and when issues or complaints may arise.

All employees are responsible for adhering to the Statement of Principles in their behaviour and all organizational interactions. Leadership positions are accountable for acting in a diligent and timely manner on any issues that may come to their attention, and are responsible for notifying the Chair or Chief Executive Officer, who can be reached at: whistleblower@asttbc.org.

I acknowledge that I have read and understood ASTTBC’s EDI Policy and agree to conduct myself in accordance with it.
Signature:
Name:
Date:

¹ Registrants have the ASTTBC Code of Ethics, the Professional Practice and Conduct Guideline and section 57(1)(f) of the *Professional Governance Act* which requires “continuing education programs or requirements that support reconciliation with Indigenous peoples in British Columbia.”