



POLICY ON DIVERSITY AND INCLUSION IN STAFF MEMBER RECRUITMENT, RETENTION AND ADVANCEMENT

1 Policy Purpose

- 1.1 This policy sets out the commitment and intended actions of North Peel & Dufferin Community Legal Services (“NPD-CLS” or “the legal clinic”) to have a diverse and inclusive workplace, particularly to include those who have been historically excluded from and under-represented in the practice of law, including individuals who are identified under human rights legislation such as: Indigenous peoples; people with disabilities; individuals from racialized groups; women; people of diverse faiths and creeds; people with diverse sexual orientations; and people with diverse gender identities.
- 1.2 The Law Society of Ontario requires “a licensee representative of each legal workplace of at least 10 licensees in Ontario to develop, implement and maintain a human rights/diversity policy for their legal workplace addressing at the very least fair recruitment, retention and advancement, which will be available to members of the professions and the public upon request.”
- 1.3 The “licensee representative” for NPD-CLS will be the Executive Director and this policy is the required human rights/diversity policy.

2 Scope

This policy applies to all NPD-CLS staff positions and at all stages of employment at NPD-CLS: recruitment, retention and advancement.

3 Leadership Commitment

- 3.1 The Board of Directors and Executive Director of NPD-CLS are committed to having best practices and strategies to enhance equality, diversity and inclusion at the legal clinic, including at all stages of staff employment.

3.2 To support these commitments, the Board of Directors and Executive Director of NPD-CLS will:

- Ensure that staff members who engage in hiring have sufficient knowledge of human rights legislation and diversity and inclusion strategies.
- Dedicate resources to meet NPD-CLS's diversity and inclusion goals, when possible.
- Encourage diversity and inclusion training on discrimination and harassment; unconscious bias, stereotyping, and the impact on performance perceptions.

4 Staff Member Recruitment

4.1 In order to achieve NPD-CLS's goal of enhancing diversity and inclusion, some or all of the following strategies in the recruitment process will be implemented.

4.2 **Promotional materials.** NPD-CLS's commitment to diversity and inclusion will be set out in its recruitment and promotional materials. The materials will include information to indicate that the legal clinic is an equal opportunity employer that welcomes applicants from diverse backgrounds and who have been historically excluded from and under-represented in the practice of law.

4.3 **Goal setting.** NPD-CLS will strive, through its hiring process, to maintain a diverse workforce.

4.4 **Diverse community networks.** The legal clinic will:

- Encourage connections with associations formed by lawyers and paralegals from diverse communities.
- Strive to have advertising and recruiting beyond the channels through which recruiting is usually done.

4.5 **Interviewing.** NPD-CLS will:

- Provide training for those involved in the recruitment process, when required, to ensure that hiring is as fair as possible and does not involve any discrimination that is contrary to the Ontario Human Rights Code.
- Ensure that all people making hiring decisions are familiar with this policy.

5 Staff Member Retention

5.1 A number of factors contribute to NPD-CLS's ability to retain employees, such as career development opportunities, remuneration, job satisfaction, and recognition. To achieve the legal clinic's goal of enhancing diversity and inclusion, some or all of the following retention strategies will be implemented.

5.2 **Reasonable accommodations.** NPD-CLS will grant and respect reasonable accommodation requests such as family responsibilities, physical accessibility for disabilities, and diverse days of religious significance.

5.3 **Mentoring.** NPD-CLS will offer mentorship opportunities to staff members from diverse communities and to those historically under-represented in the legal profession; and encourage employees from diverse communities and those historically under-represented in the legal profession to act as mentors.

5.4 **Performance management.** The legal clinic will ensure that performance reviews are conducted as needed and offer opportunities on overt and "unconscious bias" training and education for staff members who conduct performance reviews.

5.5 **Information gathering.** The legal clinic will occasionally ask staff members about its diversity and inclusion efforts and about any personal experiences of discrimination and/or harassment; and conduct exit interviews of staff members and ask whether any overt or subtle forms of discrimination played a role in their decision to leave.

6 Staff Member Advancement

6.1 To achieve the legal clinic's goal of enhancing diversity and inclusion, some or all of the following strategies with respect to staff members' advancement within the organization will be implemented (in addition to the strategies listed above in relation to "retention").

6.2 The legal clinic will communicate expectations for advancement in the organization and consider performance reviews in advancement decisions.

6.3 The legal clinic will ensure that the staff members who make decisions about internal advancement have access to training and education opportunities about diversity and inclusion.

7 Policy Approval

This policy will be signed by the Executive Director following approval by the Board of Directors.

Approved by the Board of Directors on March 27, 2018.



Jack Fleming, Executive Director