Diversity, Equity and Inclusion

1. POLICY

1.01 STEM Camp is committed to fostering a diverse, equitable, and inclusive workplace where every individual is valued for their dignity, experiences, and ideas. STEM Camp upholds the principles of the Ontario Human Rights Code (the "Code") and the Accessibility for Ontarians with Disabilities Act (AODA). STEM Camp recognizes the importance of identifying and removing barriers and intentionally cultivating inclusion and equity throughout the organization.

1.02 Diversity is a core organizational value. STEM Camp is committed to building a workplace that reflects the diverse communities we serve and to ensuring that all employees feel respected, welcomed, and supported. A diverse workforce enhances creativity, broadens perspectives, and strengthens our mission. STEM Camp will implement this policy in accordance with the following principles:

- **Dignity** – All individuals are treated with respect and humanity.
- **Equity** – All employees are provided equitable access to employment, development, opportunities, and resources.

1.03 Senior Leadership is responsible for championing, resourcing, and sustaining STEM Camp's diversity, equity, and inclusion (DEI) commitments across the full employment lifecycle, including recruitment, retention, advancement, and workplace culture. Senior Leadership will:

(i) Allocate appropriate staffing and budget to support DEI goals.

(ii) Promote education and training related to discrimination, harassment, systemic barriers, unconscious bias, cultural safety, and allyship.

(iii) Ensure that DEI principles are embedded in policies, procedures, and organizational practices.

2. PURPOSE

2.01 The purpose of this Statement of Policy and Procedure is to articulate STEM Camp's commitment to establishing and maintaining a workplace that is diverse, equitable, inclusive, and free from discrimination and systemic barriers. This includes supporting individuals and

communities that have been historically excluded or under-represented, including but not limited to: Indigenous peoples; Black and other racialized people; people with disabilities; members of the 2SLGBTQIA+ community; people of diverse faiths and creeds; newcomers; and women.

3. SCOPE

3.01 This policy applies to all employees, volunteers, and applicants at every stage of the employment lifecycle—including recruitment, onboarding, retention, advancement, and training. Third-party partners, contractors, suppliers, and vendors are expected to comply with all contractual provisions related to equity, diversity, inclusion, and accessibility.

4. RESPONSIBILITIES

4.01 Management responsibilities:

Management is responsible for upholding the principles of this policy, removing systemic and procedural barriers, promoting an inclusive culture, and ensuring that DEI considerations are incorporated into all organizational decisions.

4.02 Employee responsibilities:

Employees are responsible for:

(i) Identifying and reporting any barriers to equitable opportunities.

(ii) Participating in voluntary DEI surveys or consultations that help advance organizational learning.

(iii) Notifying their supervisor of any need for accommodation.

(iv) Reporting concerns, harassment, or discrimination to their supervisor or through the applicable reporting procedure.

(v) Working collaboratively toward resolutions where issues arise.

5. DEFINITIONS

(Modernized and harmonized)

5.01 “Access” means equitable opportunity to participate in programs, services, employment, and workplace culture, including eliminating systemic and environmental barriers.

5.02 “Barriers” means obstacles—systemic, attitudinal, procedural, or physical—that prevent individuals or groups from fully participating or achieving equitable outcomes. Barriers may impact people on the basis of race, gender identity, disability, age, socioeconomic status, creed, sexual orientation, family status, or other protected grounds.

5.03 “Bona fide occupational requirement” means a legitimate requirement necessary to perform essential job duties which cannot be accommodated without undue hardship.

5.04 “Discrimination” is any behaviour, whether intentional or unintentional, that imposes burdens or denies benefits based on a prohibited ground under the Code.

5.05 “Diversity” refers to the range of unique identities, experiences, and perspectives within the workforce.

5.06 “Diversity and inclusion” refers to creating a culture that values individual identities and ensures that everyone feels respected, supported, and able to contribute fully.

5.07 “Duty to accommodate” refers to the obligation to make adjustments or provide supports that allow individuals to participate fully, up to the point of undue hardship.

5.08 “Equity” refers to fairness in access, opportunity, and outcomes by addressing systemic inequalities.

5.09 “Harassment” means unwelcome behaviour or comments related to a protected ground.

5.10 “Inclusion” refers to cultivating a culture where people feel they belong, are respected, and can contribute authentically.

5.11 “Prohibited grounds” include citizenship, race, ancestry, place of origin, ethnic origin, colour, disability, age, creed, sex (including pregnancy), sexual orientation, gender identity, gender expression, marital status, family status, and record of offences.

5.12 “Special programs” are initiatives permitted under Section 14 of the Code to address disadvantage and promote equitable opportunities.

5.13 “Systemic discrimination” refers to patterns within organizational structures, policies, or culture that create or perpetuate inequitable outcomes.

6. REFERENCES AND RELATED POLICIES

- Employment Standards Act, 2000
- Ontario Human Rights Code
- AODA & Integrated Accessibility Standards
- Occupational Health and Safety Act
- Personal Health Information Protection Act
- Personal Information Protection and Electronic Documents Act

This policy must be read alongside:

- Employment Principles
- Workplace Harassment
- Accommodation on the Basis of Disability (updated policy)
- Employee Privacy
- Accommodation on the Basis of Gender Identity or Gender Expression

7. PROCEDURES

7.01 Leadership and Accountability

STEM Camp will:

(a) Integrate DEI into organizational culture, planning, and decision-making.

(b) Review policies and procedures using an equity and anti-oppression lens.

STEM Camp's DEI strategy is informed by workforce data, lived experience, demographic trends, and evolving best practices.

7.02 Recruitment

STEM Camp will promote equitable recruitment through:

(a) **Inclusive communication** – describing DEI commitments in job postings and recruitment materials.

(b) **Educational partnerships** – collaborating with schools and youth organizations, including those serving equity-seeking groups.

(c) **Equity goal setting** – establishing appropriate equity, diversity, and inclusion hiring goals.

(d) **Community outreach** – expanding recruitment into diverse networks and communities.
(e) **Fair hiring practices** – using structured interviews, diverse interview panels when possible, and unconscious bias–aware hiring processes.

7.03 Retention

To support retention, STEM Camp will:

(a) Accommodations

Provide reasonable accommodation up to undue hardship for disability, family responsibilities, religious observances, and other protected grounds.

(b) Mentorship & Development

Encourage mentorship programs that include and support employees from equity-seeking groups.

(c) Performance Management

Use clear criteria, documented processes, and equitable evaluation practices, including unconscious bias training for supervisors.

(d) Quality of Work & Client Experience

Ensure equitable access to meaningful work, team experiences, and opportunities for collaboration.

(e) Client Interactions

Support and protect employees who experience discriminatory behaviour from clients or external parties.

(f) Feedback & Exit Interviews

Collect feedback (voluntarily) through surveys and exit interviews, ensuring confidentiality and appropriate data handling.

(g) Compensation

Ensure pay equity across comparable roles and tenure, and ensure that flexible or part-time arrangements do not disadvantage employees beyond prorated benefits where appropriate.

7.04 Advancement

To support equitable advancement, STEM Camp will:

(a) Develop transparent criteria for promotions and leadership roles.

(b) Build leadership teams that reflect the diversity of the workforce.

(c) Ensure decision-makers are trained in equity-focused evaluation and unconscious bias mitigation.

(d) Expand advancement pathways for individuals from equity-seeking and historically under-represented groups.

7.05 Reporting Requirements

STEM Camp will:

(a) Track progress toward DEI goals using appropriate data.

(b) Conduct voluntary, anonymized workforce surveys.

(c) Maintain confidential DEI data with access limited to authorized personnel.

(d) Provide annual DEI progress reporting to Senior Leadership.

7.06 Monitoring the Policy

The policy will be reviewed at least every five years, or sooner if needed. Review processes will include workforce composition, emerging best practices, and alignment with organizational DEI goals.

7.07 Complaint Procedures

(a) Employees or applicants who believe this policy has been breached should follow the procedure outlined in the Workplace Harassment policy. All complaints will be taken seriously, investigated promptly, and addressed appropriately.

(b) If discrimination is carried out by a client, vendor, or third party, STEM Camp will provide support and take appropriate action.

Effective Date and Review

Board Approval Date: December 9, 2025

Last Modified: August 23, 2023

Review Schedule: Every 3 years