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## ***Recruitment and Selection Policy***

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| <b>POLICY STATEMENT</b>     | The Grimsby Downtown Improvement Area (the “DIA”) is committed to transparent and merit-based selection in all of its hiring decisions. All applicants are given an equal opportunity for employment in compliance with the provisions in the Ontario <i>Human Rights Code</i> , the <i>Accessibility for Ontarians with Disabilities Act</i> (AODA), Employment Standards Act (ESA) and any other applicable legislation.  |
| <b>PURPOSE</b>              | <p>The purpose of this Policy is to set a consistent and equitable standard for the recruitment and selection of employees at the DIA. This policy aims to promote diversity, equity, and inclusion while upholding legal and ethical standards.</p> <p>This Policy establishes guidelines that ensure the systematic screening, evaluation, and selection of qualified and suitable candidates for positions within our organization.</p>  |
| <b>SCOPE</b>                | This Policy applies to all DIA employees including but not limited to temporary and contract employees.   |
| <b>DEFINITIONS</b>          |   |
| <b>Internal Candidate</b>   | Applicants who are DIA Members, employees of DIA Members or current Board of Management employees.  |
| <b>External Candidate</b>   | All other applicants.   |
| <b>Conflict of Interest</b> | A situation in which a member of the Selection Committee has a Conflict of Interest in participating in the hiring decision (e.g. they have a significant social or familial relationship with the applicant); or the Internal Candidate, or External Candidate has a Conflict of Interest in applying for a position that may compete with the interests of the DIA. Such competing interests can make it difficult to fulfill their duties impartially. <u>Refer to the <i>Code of Conduct Policy</i> for more details.</u> |
| <b>PRINCIPLES</b>           | The following principles apply to this Policy:  |

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|                               | <ol style="list-style-type: none"> <li>1. <b>Merit</b> – all selections, appointments, and promotions shall be based on considerations of merit and ability to perform effectively in a position. Hiring decisions will be free of nepotism.</li> <li>2. <b>Objectivity</b> – selection criteria shall be developed in an objective and non-discriminatory manner and must be based on bona fide job-related requirements.</li> <li>3. <b>Consistency</b> – selection systems and procedures will ensure that all candidates are treated in a fair and consistent manner.</li> <li>4. <b>Equal Opportunity</b> - All BIA recruitment practices and procedures must comply with the <i>Ontario Human Rights Code and other relevant legislation</i>.<br/><br/>All Internal candidates and external candidates receive equal treatment with respect to employment without discrimination because of race, ancestry, place of origin, color, ethnic origin, citizenship, creed, sex, sexual orientation, age, gender identity, gender expression, record of offences, marital status, family status or disability.</li> <li>5. <b>Accessibility</b> - All DIA recruitment practices and procedures must comply with the AODA requirements for developing, implementing, and enforcing accessibility standards for internal candidates and external candidates who may have a disability. This includes identifying and removing any barriers that may exist for persons with disabilities to apply for DIA positions; and if qualified, to participate in the interview process.</li> <li>6. <b>Accommodation</b> – The DIA is committed to the removal of barriers within the workplace and will consider the accommodation needs of employees and applicants based on the human rights protected grounds. The DIA will provide accommodation, where required, up to the point of Undue Hardship.</li> </ol> |                      |
| <b>TERMS &amp; CONDITIONS</b> | <ol style="list-style-type: none"> <li>1. All Internal Candidates whose performance is in good standing are eligible to apply for posted positions.</li> <li>2. Short-term positions or vacancies that are six months or less may be filled without a competitive process.</li> </ol>  |                      |


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|                            | <ol style="list-style-type: none"> <li>3. External candidates who were previous employees may apply, if appropriate and where no performance issues or outstanding issues of any kind exist.</li> <li>4. Candidates must meet the job qualifications to be considered for the position.</li> <li>5. If an Internal Candidate and External Candidate are both determined to equally meet all the selection criteria, preference for the selected position shall be given to the Internal Candidate (DIA to decide whether to include clause).</li> </ol>  |                      |
| <b>RESPONSIBILITIES</b>    |  |                      |
| <b>Board of Management</b> | <ul style="list-style-type: none"> <li>○ Develop employment policies, procedures, guidelines, and tools which promote a fair and equitable process, in support of making the best hiring decision possible.</li> <li>○ Identify and remove any employment practices or selection criteria that may result in employment barriers for any individual or group. Such barriers would include any requirement that is not a bona fide occupational requirement, a statutory requirement or a necessary requirement for the effective operation of the DIA.</li> <li>○ Ensure the principles in this Policy are abided by during the hiring process.</li> <li>○ All job openings of a duration of 6+ months will be posted internally and externally to attract a diverse pool of candidates. (Board or Selection Committee?)</li> <li>○ Clear and accurate job descriptions will be developed for all positions to communicate job requirements, qualifications, and duties and responsibilities.</li> <li>○ Selection committees will be established for each position, consisting of individuals who are familiar with the role and its requirements.</li> <li>○ Provide support to the Selection Committee related to specific recruitment strategies to attract quality candidates.</li> </ul> |                      |
| <b>Selection Committee</b> | <ul style="list-style-type: none"> <li>○ Ensure that all recruitment activities and staffing decisions comply with statutory requirements and corporate policies and procedures.</li> </ul>  |                      |



- Advertise the position.
- Applications will be screened based on job qualification criteria.
- Conduct interviews to assess candidates' skills, qualifications, and suitability for the role. A practical/written assessment may also be incorporated.
- Conduct a fair and equitable selection process as per the Policy and other relevant policies, procedures, and legislation.
- Maintain documentation associated with all phases of the selection process.
- Ensure accessibility and accommodation is provided (as needed) for candidates.
- Safeguard the privacy and confidentiality of candidate information.
- Complete reference checks for final candidates to verify their qualifications and employment history.
- Complete background checks, including criminal and educational verifications, as required by the position and in compliance with applicable laws.

**Candidate**

- Carefully read the position's posted requirements prior to applying.
- Complete the application process to meet the posted closing date, and accurately and fully disclose all related information to allow for an objective determination of experience, skills, abilities, and knowledge related to the role.
- Disclose any potential Conflict of Interests at the beginning of the selection process and do not apply for roles where the manager is a family member.
- Satisfy all employment conditions and provide proof of the qualifications identified on the posting if requested.
- Correspond and consult with the designated DIA contact, to

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|                          | <p>disclose and request accommodation for any disability as required.</p> <ul style="list-style-type: none"> <li>○ Safeguard and keep confidential any DIA related information disclosed during the recruitment process.</li> </ul>   |                      |
| <b>COMPLIANCE</b>        | <p>Any attempt to improperly influence a recruitment or selection decision will be reviewed by the Board of Management and, if verified, result in appropriate disciplinary action.</p> <p>Failure to comply with this Policy and its associated procedures may result in appropriate disciplinary measures up to and including dismissal.</p> <p>Candidates who do not comply with responsibilities listed above may be disqualified from the selection process.</p> |                      |
| <b>RELATED DOCUMENTS</b> | <ol style="list-style-type: none"> <li>1. Town of Grimsby Code of Conduct 20-74 Consolidated</li> <li>2. <i>Accessibility for Ontarians with Disabilities Act (AODA)</i></li> <li>3. <i>Employment Standards Act (ESA)</i></li> <li>4. <i>Ontario Human Rights Code</i></li> </ol>  |                      |
| <b>Approval</b>          | This policy is approved by the DIA Board of Management on October 5, 2023   |                      |