



## **NOTE: THIS POLICY IS CURRENTLY UNDER REVIEW**

### **What is it?**

In the OPS, equal opportunity is outlined in three operating policies: **Equal Opportunity, Employment Accommodation** and **Return to Work** and **Workplace Discrimination and Harassment Prevention Operating Policies**. The Equal Opportunity Operating Policy provides a framework relating to:

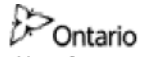
- Merit in selection decisions
- Removal and prevention of employment barriers from policies and practices
- Accommodation in employment
- Prevention of discrimination and harassment.

### **Manager Responsibilities**

- Ensure new employees read and sign-off that they have read the policy.
- Ensure you follow and implement the processes and principles contained in the Equal Opportunity Operating Policy, [Workplace Discrimination and Harassment Prevention \(WDHP\) Policy](#) and the [Employment Accommodation and Return to Work Operating Policy](#).
- Implement strategies to prevent and eliminate harassment.
- Base decisions for permanent or temporary hiring on merit.
- Provide accommodation, for all aspects of employment, in a timely and effective manner.
- Enforce zero tolerance of discrimination and harassment in the workplace.
- Communicate with all employees about the policy and the effects of discrimination and harassment in the workplace.
- Act quickly and appropriately on becoming aware of a possible policy violation.
- Advise senior management and your [HRAdvisor](#) promptly of any potential criminal behaviour.
- Keep all information related to possible violations strictly confidential unless required by law to share information.

**Note:** The above-noted tip sheet/guidelines/Service pages have been prepared as a general summary of policy and/or best practices, and are not intended to replace actual OPS Policies/Directives, Collective Agreements, or Legislation. Where a dispute may arise between these documents and any of the foregoing, the appropriate Policy/Directive, Collective Agreement or Legislation will prevail.

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