




POLICY

SPECIAL HIRING POLICY FOR UNDERREPRESENTED GROUPS



AUTHORITY SIGNATURES

 Approved by: SVP People & Culture, Stephanie Butt-Thibodeau	11/03/2022 DD/MM/YY
Endorsed by:	DD/MM/YY
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CONTROL SHEET

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1. PURPOSE & SCOPE

1.1 PURPOSE

EDC seeks diversity among its employees and believes that a diverse workforce enhances the overall performance and success of an organization.

EDC will at least annually review the results of the self-identification survey which its employees are asked to complete. The survey asks employees to self-identify if they are a member of groups that are underrepresented, which includes: Women, Persons with Disabilities, Aboriginal or Indigenous People, members of the LGBTQ2+ community, Visible Minorities and Racialized People (the “**Underrepresented Groups**”).

This is a **Special Hiring Policy** (this “Policy”) that sets out a hiring process to promote the hiring of candidates who belong to Underrepresented Groups.

EDC is committed to increasing diversity in its workforce and aims to build and maintain a workforce that is representative of these Underrepresented Groups. As such, it seeks to offer specific opportunities in its hiring process to attract talent from these Underrepresented Groups.

This Policy is established pursuant to section 16(1) of the *Canadian Human Rights Act*, RSC, 1985, c. H-6 which permits special programs that are designed to prevent, eliminate or reduce disadvantages faced by any group of individuals when those disadvantages are based on prohibited grounds of discrimination.

1.2 SCOPE & APPLICATION

This Policy applies to external candidates and enterprise-wide to all EDC employees (including EDC employees seconded to an EDC subsidiary) who apply to identified open positions at EDC who are members of an Underrepresented Group.

2. POLICY REQUIREMENTS

This Policy sets out and encourages the following:

1. A procedure to attract and recruit qualified candidates from Underrepresented Groups;
2. Efforts to identify and reduce barriers in the recruitment process in order to increase the number of applicants from Underrepresented Groups; and
3. A process to monitor and evaluate the progress of this Policy.

This Policy focuses on the recruitment of candidates from Underrepresented Groups in the following ways:

2.1 RECRUITING

EDC has identified the need to increase representation across the organization.

In order to help EDC achieve its goal of a diverse workforce, EDC will identify certain roles in which Underrepresented Groups are underrepresented through analytics reporting using the self-identification survey data and may choose to have this Policy apply to the hiring process for a position in that role. At the time a position is posted, EDC will identify whether this Policy will apply and, if so, which Underrepresented Groups will be given priority (the “Targeted Group”).

If the Policy applies, priority will be given to applicants who identify as a member of the Targeted Group and then evaluated according to the stated job evaluation criteria. Candidates that are not members of the Targeted Group will be considered if a member of the Targeted Group is not selected for the role.

The collection and use of personal information under this Policy is collected in accordance with the ***Privacy Act*** and **EDC Privacy policy**. The information candidates provide is strictly confidential and will be used only to further the efforts under this Policy.

Outreach programs may be implemented to increase the pool of Underrepresented Groups.

2.2 COMPENSATION AND PAY EQUITY

All candidates selected pursuant to this Policy will receive compensation in accordance with EDC’s compensation structure which is commensurate with the position. EDC is committed to pay equity and compliance with applicable pay equity legislation.

2.3 WORKING ENVIRONMENT AND ACCOMMODATION

EDC fosters an inclusive, respectful, and discrimination free working environment. Necessary accommodations, as outlined in EDC’s **Accommodation Guideline**, will be provided to enable persons requiring accommodations to become part of the company and to achieve satisfactory job performance.

2.4 TERM OF POLICY

EDC will monitor this Policy yearly and will assess whether it has increased its representation by reviewing the results of the self-identification survey to determine whether recruitment under this Policy is still required.

3. ROLES & RESPONSIBILITIES

3.1 GOVERNANCE ROLES

This Policy is a management policy and, as such, is approved by the President, CEO. . Subsequent approval for non-material change is approved by Policy Owner.

The SVP, People and Culture shall be the Owner of this Policy. The Policy Owner shall have overall accountability for its execution and effectiveness, as well as for its development, implementation and maintenance.

The Policy Monitor shall be the Chief Diversity Officer .

Internal Audit is responsible for providing Independent Assurance to the Board and Management that this Policy and the associated processes and controls are operating as intended.

3.2 OPERATIONAL ROLES

Stakeholder responsibilities associated with the execution of this Policy are outlined in Table 1: Roles and Responsibilities.

Table 1: Operational Roles and Responsibilities

	Responsibility
Vice-President, HR Operations	<ul style="list-style-type: none"> Responsible for administration of this Policy and establishing talent acquisition practices. Monitors administration of this Policy. Exercises authority to authorize exceptions to this Policy, as articulated in the HR Policy, HR Approval Authorities.
Chief Diversity Officer	<ul style="list-style-type: none"> Responsible for reviewing annually self-identification survey answers. Responsible, along with Manager, Talent Acquisition, for ongoing review of EDC, groups within EDC, and talent acquisition activities to determine whether barriers exist for Underrepresented Group members, and for developing strategies to overcome barriers, as identified.
Manager, Talent Acquisition	<ul style="list-style-type: none"> Responsible for overall talent acquisition activities and for consistent application of this Policy. Responsible, along with Chief Diversity Officer, for ongoing review of EDC, groups within EDC, and talent acquisition activities to determine whether barriers exist for Underrepresented Group members, and for developing strategies to overcome barriers, as identified.

Talent Acquisition Advisors	<ul style="list-style-type: none"> • Administer all aspects of internal and external talent acquisition for both permanent and contract resources. • Follow established internal talent acquisition practices. • Seek to attract and encourage applications from Underrepresented Group members. • Interview and participate in the selection of candidates. • In consultation with hiring manager, extend job offers to successful candidates, and conduct any negotiations regarding the job offer terms.
HR Business Partners	<ul style="list-style-type: none"> • Follow established internal talent acquisition practices. • Responsible for reviewing hiring requests from their respective portfolios and sending the requests to Talent Acquisition. • Support hiring managers and Talent Acquisition team in talent acquisition activities.
Hiring Managers	<ul style="list-style-type: none"> • Follow established internal talent acquisition practices. • Work with Talent Acquisition team as required during talent acquisition process and recommend if this policy applies. • Develop, in consultation with Talent Acquisition team, appropriate job posters. • Support the attainment of EDC's objectives and obligations, such as those under the <i>Canadian Human Rights Act</i>, the <i>Employment Equity Act</i> the <i>Official Languages Act</i> and the <i>Privacy Act</i>. • Interview job applicants and make acquisition decision in consultation with the TA Advisor. • Complete interview and acquisition documentation and provide written justification for candidate acquisition decision.
All Employees	<ul style="list-style-type: none"> • Follow requirements set out in this Policy and associated guidelines and/or procedures, when responding to an internal job poster.

4. REPORTING REQUIREMENTS

Table 2: Reporting Requirements

Report	Frequency	Description	Distribution
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Policy Summary Report	Semi-Annually	Summary of roles posted under this Policy and outcome of hiring process.	By: Talent Acquisition To: SVP People & Culture & Chief Diversity Officer
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5. REVIEWS & REVISIONS

Table 3: Reviews and Revisions

Document	Review & Recommend for Approval, Revision (or Rescinding)	Approval	Approval Cycle
Special Hiring Policy For Underrepresented Groups	Culture & Chief Diversity Officer	SVP People & Culture	Annually

6. ESCALATION AND EXCEPTIONS

Escalations and exemptions to this Policy shall go to the VP HR Operations.

Any exceptions or instances of non-compliance to this **Special Hiring for Underrepresented Groups Policy**, must be escalated to the VP, HR Operations for resolution or approval. Requests for **Special Hiring for Underrepresented Groups Policy** exceptions or instances of non-compliance must:

- Identify the applicable section(s) of this Policy to which the exception(s) applies;
- Assess the risk(s) that arises from the proposed exception(s);
- If applicable, outline the appropriate controls to mitigate the risks; and
- Specify the review date or effective period of the exception.

The VP, HR Operations will be responsible for establishing a process to identify, record and report on exceptions or instances of non-compliance with this Policy.

7. RELATED DOCUMENTS

The following documents are related to this Policy.:

7.1 DOCUMENTS STEMMING FROM THIS POLICY

There are no documents stemming from this Policy.

7.2 OTHER RELATED DOCUMENTS

The following documents can be read in conjunction with the Policy:

- **EDC's Code of Conduct**
- **EDC Privacy Policy**
- **HR Policy**
- **Talent Acquisition Guideline**
- **Mutual Respect Standard**
- **Accommodation Guideline**
- **Official Languages Guideline**
- **Compensation Guideline**
- **Schedule of Appointed Signing Officers and Related Approvals Human Resources Group**

External Related Documents:

- *Canadian Human Rights Act*
- *Canada Labour Code*
- *Employment Equity Act*
- *Privacy Act*

8. DEFINITIONS

Table 4: Definitions

Terminology	Definition
Board Committee	Formal bodies of the Board to oversee and provide guidance, direction, input, review and approval, as necessary, to ensure that risks are adequately considered, discussed, debated and factored into business decisions.
Employee	Any EDC officer or employee (permanent or contract, including any employee on secondment to EDC from another organization) and EDC employees on secondment to another organization.
Governance	The structural and communication regime by which the affairs of the organization are directed, controlled and held to account.

Guideline	A document that sets out the parameters (including Limits) within which EDC employees are required to act and/or the norms and criteria which shall be defined to achieve expected outcomes and Policy requirements.
Independent Assurance	The process for assuring the Board and Senior Management that the Policy and its related Guidelines (or Standards), Procedures and Frameworks are effectively designed and functioning as intended.
Indigenous	A person who is a North American Indian or a member of a First Nation, Métis, or Inuit. North American Indians or members of a First Nation include status, treaty or registered Indians, as well as non-status and non-registered Indians. Those who identify as Aboriginal are also included in this definition.
LGBTQ2+	LGBTQ is an acronym for lesbian, gay, bisexual, transgender and queer or questioning. These terms are used to describe a person's sexual orientation or gender identity.
Management Policy	Any Policy that shall be endorsed by Executive-level committee and approved by the President and CEO.
Persons with disabilities	A person who has a long-term or recurring physical, mental, sensory, psychiatric or learning impairment, and 1. considers himself/herself to be disadvantaged in employment by reason of that impairment, or, 2. believes that an employer or potential employer is likely to consider him/her to be disadvantaged in employment by reason of that impairment, and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.
Policy	A document which sets out the principles or protocols to guide decisions and achieve expected outcomes. Policies are derived from EDC's mandate, missions, strategic objectives and Risk Appetite.
Policy Approver	The authority responsible for approving the Policy (i.e. Board of Directors, President & CEO, Chief Business Officer or Senior Vice President).
Policy Monitor	The authority responsible for monitoring, ensuring and administering the attestation process in respect of the Policy, and also responsible for reporting instances of non-compliance to the Policy Owner (if different from Policy Owner).

Policy Owner	The senior executive responsible for the matters addressed by the Policy. This includes responsibility for the Policy’s development, implementation, maintenance and accountability for execution and effectiveness of the Policy.
Visible Minorities and Racialized people	A person who (other than an Indigenous person as defined above) who is non-Caucasian in race or non-white in colour, regardless of place of birth. This definition also accounts for a person whose racial identity contains a non-white race component.
Women	Any person who identifies as a woman, regardless of their biological designation at birth.