



CATEGORY: 3.0 Governance & Leadership			
SECTION: 3.4 Human Resources			
POLICY: 3.4.7 Equity, Diversity and Inclusion Policy	APPROVED: October 2021	REVIEW DATE:	PAGES: 4

Related Documents:

- [Code of Conduct and Ethics Policy](#)

POLICY STATEMENT

1. The Canadian Cerebral Palsy Sports Association (CCPSA) recognizes and values individual differences in identity, perspective, and lived experience.
2. The CCPSA encourages and supports participation in its organization of all segments of Canadian society and is committed to creating and sustaining a safe, accessible, diverse, and inclusive environment. In doing so, the CCPSA will, on an ongoing basis, promote and reflect Equity, Diversity, and Inclusion (“EDI”) in its administration, policies, programs, and activities.
3. The CCPSA is committed to ensuring it takes the steps necessary to benefit from diverse perspectives, skills and experiences in its governance, programs and operations. The CCPSA will enable Underrepresented Groups to have a full and equitable range of opportunities to participate, lead, and influence organizational decision-making.

DEFINITIONS

4. The following terms have the following meanings in this Policy:
 - a) **“CCPSA”** – the Canadian Cerebral Palsy Sports Association.
 - b) **“Diversity”** – the presence and integration of individuals with different personal characteristics in a group or organization, particularly individuals belonging to Underrepresented Groups.
 - c) **“EDI”** – Equity, Diversity, and Inclusion.
 - d) **“Equity”** – affording fair treatment, access, opportunity, and advancement for all people, while at the same time striving to identify and eliminate barriers that have prevented the full participation of some groups.
 - e) **“Inclusion”** – the act of creating an environment where differences are embraced, where any individual or group feels welcomed, respected, supported and valued as a fully participating member.



- f) **“PSO”** – Provincial/Territorial Sport Organizations recognized as partners by the CCPSA.
- g) **“Underrepresented Groups”** – A subset of a larger population whose representation in a given organization is less than adequate or sufficient based on their percentage of the larger population in Canada or other geographic area. Specific characteristics of an underrepresented group vary according to context but can include women, persons with disabilities, Black, Indigenous, and People of Colour, members of the LGBTQI2S community, newcomers to Canada, and/or people of low socio-economic status.

SCOPE AND APPLICATION

- 5. This Policy applies to:

“Individuals” – Individuals employed by, or engaged in activities with, the CCPSA including, but not limited to, employees, independent contractors, athletes, coaches, officials, performance partners/sport assistants, volunteers, managers, administrators, committee members, parents and guardians at events, and Directors and Officers of the CCPSA.

PURPOSE

- 6. The purpose of this Policy is to set out the CCPSA’s commitments to EDI.
- 7. The Policy will be construed in accordance with applicable law, as may amended from time to time.

PRINCIPLES AND VALUES

- 8. Driven by the CCPSA Vision and Mission, the following principles and values guide the Policy:
 - **Excellence** – We display a commitment to excellence in all areas and to achieving outstanding results. “Every day, every way”.
 - **Resilience** – We demonstrate perseverance, an open-minded approach that is flexible and adaptable, yet consistent. “#hanginthere”.
 - **Inclusivity** – We believe in access and inclusion, equitable opportunities, and an open door for all participants.
 - **Collaboration** – To truly achieve success and make a difference, we understand it is essential to work together in partnership.

GENERAL RESPONSIBILITIES

- 9. Individuals to whom this Policy applies are responsible for understanding and adhering to the CCPSA’s [Code of Conduct and Ethics Policy](#) in support of ensuring a safe and positive environment in which all individuals are treated with respect and fairness.

SPECIFIC RESPONSIBILITIES OF THE CCPSA



10. The CCPSA commits to advancing EDI in the following areas: Leadership and Decision-Making; Participation, Programming, and Services; Human Resource Management; Communications; Ongoing Education and Training; and Monitoring and Assessment.

Leadership and Decision-Making

11. The CCPSA commits to ensuring diverse representation on its Board of Directors by ensuring that at least 30-40% of the positions on the Board of Directors are held by persons from Underrepresented Groups by 2023. The CCPSA will also make concerted effort toward achieving gender balance on its staff, Board of Directors, and committees.
12. The CCPSA Directors, Officers, and senior leadership are expected to incorporate EDI considerations in CCPSA long-term strategies, plans, actions, and operations. In support of this, the CCPSA will provide ongoing EDI education, training, and/or professional development opportunities as set out below.

Participation, Programming, and Services

13. Individuals will neither be disadvantaged nor denied access to CCPSA programs and services on the basis of any prohibited ground pursuant to applicable federal and/or provincial human rights legislation.
14. The CCPSA will enhance the quality of, and increase the level of diverse participation in, its programs by:
 - a) Ensuring that individuals from Underrepresented Groups have equitable opportunity to participate in and lead programs, training, and other opportunities;
 - b) Responding to incidents of discriminatory behaviour according to the CCPSA's [Code of Conduct and Ethics Policy](#) and [Discipline and Complaints Policy](#);
 - a) Creating and supporting programs and services that consider EDI and the needs of Underrepresented Groups; and,
 - b) Monitoring and evaluating the success of EDI efforts undertaken as it pertains to participation, programming, and services, as discussed below.

Human Resource Management

15. As part of its commitment to the use of equitable human resource management practices, the CCPSA will:
 - a) Widen and diversify recruitment networks and candidate pools;
 - b) Employ non-discriminatory hiring practices and interview techniques that promote equitable employment opportunities;
 - c) Adopt flexible workplace practices, wherever possible and appropriate to do so;
 - d) Adopt a pay scale for its employees reflecting equal pay for work of equal value; and,
 - e) Make available access to Employee Assistance counselling, where appropriate to do so.



16. The CCPSA will ensure that those individuals with primary responsibilities in recruitment and/or hiring will receive ongoing EDI education and/or training as set out below.

Communications

17. The CCPSA is committed to the use of the two official languages of Canada.
18. The CCPSA will ensure that Diversity is portrayed equitably in its official digital platforms, promotional materials, and publications and that non-discriminatory and gender-neutral language is used in official communications.

Ongoing Education and Training

19. The CCPSA recognizes the role EDI education and training plays in reinforcing CCPSA values. In an effort to build EDI competency, the CCPSA will:
 - a) provide ongoing EDI education and training to its senior leadership, Directors and Officers; and,
 - b) extend training and education opportunities to its athletes, coaches, officials, and other program participants and volunteers, as needed; and,
 - c) support requests for education and training resources, where possible.

Monitoring and Assessment

20. The CCPSA will continually monitor and evaluate its EDI progress by:
 - a) reviewing the Policy, at least annually, to assess effectiveness and identify gaps in implementation of the Policy;
 - b) consulting with CCPSA stakeholders for the purposes of receiving feedback on the CCPSA's EDI efforts and areas for improvement. Such stakeholders can include staff, athletes, coaches, officials, Directors and Officers, volunteers, Boccia clubs, provincial Boccia organizations, and/or other stakeholders as necessary and appropriate;
 - c) ensuring that individuals consulted include members belonging to Underrepresented Groups;
 - d) reporting on achievement of EDI targets annually at the Annual General Meeting.
21. Any data collected by the CCPSA for the specific purposes of carrying out EDI efforts will respect and protect privacy and personal information.