



# POLICY MANUAL

<b>POLICY TITLE:</b> Diversity, Equity and Inclusion Policy	<b>POLICY #:</b> 0100-55
<b>AUTHORITY:</b> Administrative	<b>EFFECTIVE DATE:</b> June 4, 2024
	<b>REVIEW DATE:</b> Annually
<b>ISSUED BY:</b> Chief Administrative Officer	<b>APPROVED BY:</b> Council C-90-24
<b>DATE ISSUED:</b> July 17, 2024	<b>DATE APPROVED:</b> June 4, 2024

**PURPOSE:** The purpose of the Diversity, Equity and Inclusion Policy is to outline the Town of View Royal’s commitment to a diverse workforce, an inclusive workplace, and equitable treatment for all.

## DEFINITIONS:

**Diversity** – a variety of genders, cultures, ethnicities, religions, disabilities, class, age, backgrounds, experiences, perspectives and opinions.

**Equity** – ensuring that opportunities, benefits, and resources are distributed fairly.

**Inclusion** – an environment where all feel included, valued, and respected and that their voice will be heard.

## POLICY:

### Statement on View Royal Website:

The Town of View Royal is committed to celebrating the rich diversity of people in our community. We are guided by the principle that embracing diversity enriches the lives of all people. We all share the responsibility for creating an equitable and inclusive community and for addressing discrimination in all forms.

The Town of View Royal values diversity in our peoples’ backgrounds, demographics, and life experiences to best represent the community we serve. The Town strives to encourage a diverse group of candidates for local elections, a diverse representation of residents as committee appointees, and a diverse staff group.

### Statement for Future Strategic Plan:

The Town of View Royal has made diversity a key strategic priority by demonstrating that differences should be celebrated, honoured, and understood. The Town of View Royal works with our many partners in bringing our diverse community together to champion the practices of inclusion, respect, and equality.

**Statement for Job Postings:**

Town of View Royal job postings currently contain the following language:

“The Town of View Royal is an equitable and inclusive employer, we value the diversity of people to best represent the community we serve and provide excellent services to our citizens. We strive to attract and retain passionate and talented individuals of all backgrounds, demographics, and life experiences.

If you require any adjustments to enable participation at any stage of the recruitment process, please contact Human Resources.”

**Training and Education:**

The Town of View Royal will support elected officials, committee members and Town staff in receiving training in diversity, equity, and inclusion (DEI) as well as Indigenous awareness training. The training will be provided to ensure that all understand the importance of DEI in the workplace and how they can contribute to a more inclusive workplace culture.

<b>RECORD OF AMENDMENTS</b>	<b>REVIEW DATE</b>	<b>AMENDED</b>	<b>OUTCOME</b>	<b>MOTION #</b>