

Equal Opportunity & Fair Treatment Policy

Statement of Organizational Commitment

The Learning Designers is committed to the equal employment opportunity to all employees and applicants for employment and prohibits discrimination and harassment of any type without regard to race, colour, age, sex, religion, nationality, genetics, sexual orientation, medical history, disability, gender identity or expression, or any other personal characteristic.

Specified Commitments

We commit to fair recruitment practices that does not exclude anyone. We provide accommodations to job applications, when needed.

All employees have the right to be part of a fair, just, inclusive, and safe environment. Harassment, bullying, and disrespectful behaviour toward or from any employee is not tolerated.

Equal opportunity is provided to employees for advancement in the company. Promotions are based on ability, experience, and merit, not on time served.

Due to the nature of our remote working environment, we support flexible working conditions, so long as the business needs are met. Personal time off is supported for a healthy and happy workforce.

Employees are expected to contribute to a fair and safe workplace by speaking up, supporting others, promoting mutual respect, and completing required (and elective) training.

Breach

Any breach of this policy may lead to disciplinary action. Failure to comply with the policy will be taken seriously and could result in termination of employment/contract.

Any allegation that has been made will be treated with confidentiality, fairness, and safety in mind.

Intentionally false or misleading information must not be provided when making a disclosure.

This document is publicly available. Accessible formats are available upon request.

Effective Date: July 10, 2022

Date of next policy review: January 1, 2023

Approve by: Shannon Webb, Director