

POLICY M3

CAPE – Equity and Inclusiveness

Objective

1. The objective of the policy on equity and inclusiveness is to create an obstacle free environment within the union where all members can fully, freely and equally contribute to the work of the organization without fear of discrimination or harassment. The policy applies to all CAPE members.

Authorities

2. The Equity and Inclusiveness Policy is established in accordance with CAPE's Constitution, Paragraphs 6.1 and 6.2.
3. Appendix A contains a copy of the Minutes recording the decision to establish the policy.

Responsibilities

4. CAPE
 - a) will review the Constitution, Regulations, Policies and practices of the organization in order to identify obstacles to the full participation of members in the business of the union;
 - b) will identify positive actions to be taken in order to eliminate obstacles;
 - c) will establish a comprehensive action plan with clearly identified timelines and objectives to ensure equity and inclusiveness within CAPE;
 - d) will take steps to provide training and/or support training of members on the matters of equity and inclusion, and the related matters of discrimination and harassment;
 - e) will provide guidance and support to committees and Locals in order to ensure that meetings and events are conducted respectfully and with the intent of allowing all voices to be heard.
5. CAPE's elected and appointed officers
 - a) will communicate respectfully at all times with other members
 - b) will communicate respectfully at all times about other members;
 - c) will actively support and recognize the value of diversity and the expression of different interests;

- d) will support measures to eliminate discrimination and harassment within CAPE;
- e) will take training consistent with the values of the policy and assist CAPE to achieve the policy's objectives;
- f) will distribute copies and read aloud, at the beginning of all meetings and events, CAPE's Statement on Harassment (See Appendix B);
- g) will volunteer, as required, to be the anti-harassment resource person of a meeting or event.

6. A CAPE member

- a) will communicate respectfully at all times with other members;
- b) will communicate respectfully at all times about other members;
- c) will support measures to eliminate discrimination and harassment within CAPE.

Timelines

- 7. CAPE will complete the actions described in sub-paragraphs 4(a), 4(b) and 4 (c) no later than December 31, 2020.
- 8. CAPE will take steps immediately to implement sub-paragraphs 4(d) and 4(e).

Review

- 9. The Equity and Inclusiveness Policy will be reviewed every three (3) years. The review is to occur within the first year of a new National Executive Committee mandate.

Effective Date

- 10. November 30, 2018.

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APPENDIX A

➤ **Meeting of CAPE's National Executive Committee, November 30, 2018:**

- *Approved Minutes, Item 2(c), page 6:*
 - *Inclusiveness and Equity Policy: Amendments to the original draft of the Inclusiveness and Equity Policy were applied to include comments from the NEC and were reviewed during the October meeting.*
 - *Motion to approve the Inclusiveness and Equity Policy as currently drafted:*
 - *Moved: F. Lord*
 - *Seconded: G. Kopytko*
 - *Abstentions: 3*
 - *Approved unanimously.*

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APPENDIX B

CAPE STATEMENT ON HARASSMENT

**This statement is to be read out at
all CAPE events and meetings and
distributed at meetings where
Minutes are taken**

Our Association is made strong by colleagues working together to improve their working conditions and to preserve the rights that we have achieved for the membership. Mutual respect is the cornerstone of these successes.

Both at CAPE events and in the workplace, CAPE members are entitled to be free from discrimination and harassment on the basis of age, sex, national or ethnic origin, race, religion, criminal record, disability, sexual orientation, gender identity or expression, language, class or political beliefs. Members are also entitled to be free from personal harassment.

If you experience harassment at this event, contact the identified Anti-Harassment Resource Person to discuss the situation and possible responses. Our initial approach is to encourage early and informal resolution and to facilitate our members speaking directly with one another to resolve matters. If this is not successful or possible, the Association will act fully and quickly as required by law and the Association's Constitution and Bylaws.

Harassment in all its forms, detracts from our common purpose and weakens our Association. Let each one of us, as we work together on the important task at hand, treat each other with dignity and respect.

[the speaker then will name the Anti-harassment Resource Person (who has been properly trained) and will ask that person to identify himself or herself]