



**SASKATCHEWAN HUMAN RIGHTS COMMISSION**  
**SAMPLE EMPLOYMENT EQUITY PLAN**

1. Formal Statements of Commitment to Develop and Implement an Employment Equity Plan
  - (a) Formal statement of commitment by senior management:  
Commitment may be expressed in the form of letters, minutes, policy statements, mission statements, business plans or other documents.
  - (a) Formal statement of support by trade unions represented in the workplace:  
Support may be expressed in the form of letters, excerpts from collective agreements, letters of understanding between the employer and the union, or other documents.
  
2. Designation of Responsibility
  - (a) Director or senior manager responsible for plan
  - (b) Contact person for annual report to SHRC, if different from (a)
  - (c) Names and titles of members of joint, labour/management employment equity committee, if one exists
  
3. Communications Strategy for Plan (Internal)
  - (a) To prepare workforce for processes such as workforce surveys
  - (b) To promote workforce support for plan
  - (c) To update employees on progress of the equity plan

#### 4. Workforce Survey Results

An employer wishing to enter an Equity Partnership Agreement should conduct a confidential survey of its existing workforce to determine the representation of equity groups. The survey has two purposes: (1) to determine the underrepresentation of equity group members and thereby justify the use of preferential measures; and (2) to create baseline data for tracking future progress.

The employer should record the results of the self-identification survey of the entire workforce in a format which breaks down the data by occupational classification, gender and equity group. Indicate date of survey and response rate. Typically, the format chosen by the employer will mirror the annual tables requested by the SHRC. Once tables are set up, they are easy to update when equity employees join or leave the organization or move to other occupational classifications.

#### 5. Describe Goals, Timetables and Accountability Measures

Once you've identified where Aboriginal people, people with disabilities, visible minorities/racialized groups and women are underrepresented in your workplace, you can set realistic goals and timetables to increase their participation. This can be done in chart form.

#### 6. Recruitment and Employment Systems Analysis

Outline plans and steps for identifying and eliminating discriminatory systems. Review the way you recruit, hire and promote to find out how those procedures may exclude designated group members. For example, do you advertise jobs externally, or do you hire by word-of-mouth?

Once you discover workplace barriers, you need to develop ways to overcome them. On-the-job training, language upgrading, technical devices and childcare are just a few ways you can break down traditional employment barriers and support equity group employees. These measures often benefit other employees, too.

7. Measures to Support Equity and Diversity

*Outreach Recruitment, Mentoring*

What are you going to do differently to change the make-up of your workforce? How can you encourage equity group members to follow career paths offered in your workplace? Scholarships, career fairs, job shadowing and mentoring are some examples.

*Accessibility*

Is your workplace accessible? If not, develop an action plan to make it so.

*Creating a Supportive Work Environment*

Arrange educational sessions for all staff so they are more knowledgeable about the equity group members being hired into your workplace. This helps to ensure a supportive welcoming environment for new employees.

*Community Liaison and Support*

Form partnerships with organizations representing the equity groups. This can assist you with education sessions and external recruitment.

8. Measures to Improve General Working Environment

Many measures will benefit all employees, including equity group members. Examples include anti-harassment policies, flexible work arrangements, conflict resolution procedures, and ergonomic work stations.

9. Description of Monitoring and Evaluation Methods (Internal)

Describe monitoring and evaluation system that include a review of employment statistics, and equity initiatives taken. This process is often undertaken by a joint, labour-management employment equity committee.

10. Prepare an annual report for your management group outlining inclusion strategies that were used during the year and the outcomes. Prepare a

statistical overview of your organization and a one page report for the Saskatchewan Human Rights Commission selecting one initiative that worked really well. Offer to showcase your best practices and achievements to other equity partners at the annual Equity Partners Meeting.