

Definitions

Term	Definition
Diversity Management	The development of strategic human resource management programs that encompass all employees, recognizing their individual strengths to achieve the business goals of the organization. It also recognizes that individuals have different needs and that managers/supervisors must possess the skills to work effectively with a diverse group of individuals.
Employment Equity	Closely tied to managing Diversity Management initiatives, which include the identification and elimination of barriers to the employment of groups designated by legislation that have been traditionally disadvantaged in employment.
Manager	As referenced in this policy, a manager is the person to whom an employee directly reports.

Overview

Corus is committed to promoting an equitable work environment based on the merit principle. A diverse employee population will increase the variety of ideas, the level of creativity and innovation and ultimately the productivity within the organization.

Policy

It is the company's policy to make decisions on hiring, promotion, job assignment, training, rewards, and other human resources management functions on the basis of qualifications, ability and performance. This ensures:

- fair treatment and opportunity for all employees regardless of sex, sexual orientation, race, ancestry, nationality, place of origin, colour, ethnic origin, citizenship, creed, religious beliefs, age, record of offences (pardoned criminal conviction), marital status, family status, same-sex partnership status and physical or mental disability, or any other factor unrelated to job performance
- Corus has a breadth of talent available to them that would be much narrower in an exclusive environment
- We make every effort to ensure our employees are reflective of the cultural demography in the markets in which we operate

It is also the policy of the Company that:

- The Company prepares and implements a documented Diversity Management Plan that sets out the goals, timetables, and implementation of diversity management initiatives. This will be adjusted to reflect current labour force data and vacancy rates in each occupational group.
- The Diversity Management Plan content varies and may include any of the following based on management strategies:
 - The role and responsibilities of the Equity and Diversity Committee which will be involved in the development of the Plan
 - The employment systems review of all policies, practices and procedures pertaining to hiring, recruitment, job evaluation, compensation, training opportunities, promotions, transfers and terminations will be reviewed. An action plan that ensures the elimination of any potential systemic barriers in the workplace will be developed
 - Workforce Analysis: A report identifying the utilization of designated group members by occupational groups; projected vacancies for the upcoming year and an analysis of the Company's progress in meeting established quantitative goals and timetables
 - An employee communication plan which outlines the objectives of the Company's Diversity Management Plan
- The Plan will be made available to the Equity and Diversity Committee, the respective operation company Presidents, Vice Presidents/Directors of Human Resources and senior Human Resources Managers

- A copy of the Plan must be retained for at least three years after the year in which the Plan is prepared

All employees and managers are accountable for acting consistently with this policy through their interaction with other Corus employees and partners. Failure to do so will lead to disciplinary action up to and including termination.

Employees and managers are also accountable for ensuring this policy is enforced. Should an employee or manager be aware of behaviour inconsistent with this policy, they are expected to report their concerns to their manager and to Human Resources immediately.

If there is any conflict between this policy and a collective agreement, the terms and provisions of the collective agreement shall apply to those employees who are included in the collective agreement.

Practices and Procedures

To ensure the Company's employment practices and procedures are administered without discrimination it is Corus' practice to:

- Post all job opportunities within Corus (see the Job Posting Policy for more details)
- Recruit and select applicants for employment on the basis of their qualifications and experience
- Outreach to organizations targeted at designated groups such as Canadian Women in Film and Television and the Canadian Paralegic Association
- Make reasonable accommodations to create an inclusive environment
- Ensure equal consideration is given to all candidates qualified for promotion or transfer
- Base promotion and transfer decisions solely on job requirements, the applicant's skills, qualifications and prior performance
- Ensure all employment practices and procedures, including compensation, benefits, retention, termination, training and self-development opportunities, and social and recreational programs are administered equitably
- Conduct business and provide services in the communities where we operate, providing reasonable accommodations that respect the dignity and independence of all employees and customers, including those with varying abilities.

Staying Accountable

Employment Equity reaffirms the company's commitment to a continuous practice of equal employment. The Company's actions relating to Employment Equity are continuously being reviewed to ensure adherence and application of this practice in all areas of the company. Corus' Employment Equity Committees in Western Canada and Ontario/Quebec that are part of this review process are reflective of the Company's diverse employee population.

Upon hire, all new employees at Corus are asked to complete an Employment Equity Self-Identification Questionnaire. This questionnaire asks employees to self-identify as a member of one or more of the following designated groups: visible minorities, persons with disabilities, Aboriginal peoples and/or women. Existing employees may also update their responses at any time by completing another questionnaire, which can be found in the Forms section of Corus Central. Through this questionnaire, Human Resources collects data on the representation and distribution of designated group members in the workforce in order to meet statutory obligations and to help identify and eradicate potential barriers that may exist at Corus. This allows Corus to plan, implement, and report on Employment Equity programs more accurately. Corus requests that employees provide their names on completed questionnaires because Corus is required to collect flow data (employees hired, promoted, and terminated) under the Employment Equity Act. This information will remain confidential – it is retained separately from employee files and is always under lock and key.

Corus is also accountable to the CRTC and must submit an annual confidential report on employee demographics, programming and diversity at Corus.

Related Links

Recruitment – General Policy

Employment Equity Act

Employment Equity Questionnaire

Version Control History

Approval, VP HR and Date	Approval, Director HR and Date	Location and Version #	Comments
Hal Blackadar December 2007	Penny Vlachos December 2007	Policies & Procedures Version #1	
		Policies & Procedures Version #2	Addition of Accessibility statement under Practices and Procedures