



PEOPLE & CULTURE

Inclusivity, Diversity, Equity, & Accessibility

Policy 4.1 Employment Equity

March 2025

1. POLICY STATEMENT

In alignment with the Nova Scotia *Human Rights Act* and the Nova Scotia *Accessibility Act*, the Nova Scotia Liquor Corporation (NSLC) is committed to promoting Employment Equity by implementing proactive measures against discrimination and to recognize the human rights of all individuals. We aim to address and support efforts to reverse the historical under-representation of Indigenous Peoples (particularly Mi'kmaq), persons of Black/African descent (particularly African Nova Scotians), Members of Racialized Groups, Persons with Disabilities, Women, and individuals identifying as members of the 2SLGBTQIA+ Community within our workforce.

2. POLICY OBJECTIVES

The objectives of the Employment Equity Policy (the “Policy”) are to:

- Affirm and promote the NSLC’s commitment to being a workplace that values inclusivity, diversity, equity and accessibility (IDEA);
- Outline the shared responsibility to create, promote and sustain an equitable workplace;
- Identify and address systemic barriers to reduce or remove them to the extent possible, and increase representation of Equity Deserving Groups within the NSLC, at all levels;
- Provide awareness, training, resources, and capacity building on IDEA to help individuals and the NSLC develop the knowledge and skills needed to understand and implement the principles of IDEA

3. POLICY SCOPE

The Policy applies to all employees and the Board of Directors of the NSLC. This Policy encompasses all facets of employment at the NSLC, including but not limited to recruitment, hiring, training and professional development, career progression, promotion and tenure, transfers, terminations, compensation, benefits, and workplace conditions. The Policy does not negate any obligations the NSLC may have under applicable human rights legislation, nor does it override responsibilities under other NSLC policies or collective agreements.

Approval date: March 28th, 2025

Effective date: April 1, 2025

Approved by: Board of Directors

Administrative update:

4. RESPONSIBILITIES**4.1 Employees**

Employees must:

- i. Read and understand the Policy and direct any questions to their leader or People & Culture;
- ii. Ensure a welcoming and respectful environment for all employees;
- iii. Complete all mandatory IDEA-related training.

4.2 Leadership Team

In addition to the responsibilities of all employees, those entrusted with the responsibility of leading others must also:

- i. Support the NSLC's efforts to improve the representation of Equity Deserving Groups in the workplace;
- ii. Cultivate attitudes and behaviours that advance Employment Equity;
- iii. Ensure employees complete mandatory IDEA-related training.

4.3 People & Culture Team

In addition to the responsibilities of all employees, members of the People & Culture team must also:

- i. Provide guidance and support on the interpretation and applications of the Policy;
- ii. Lead the ongoing evaluation of the effectiveness of the Policy, and recommend changes as necessary;
- iii. Develop training in IDEA and make it available to all employees;
- iv. Ensure hiring managers are aware of the organization's Employment Equity objectives;
- v. Ensure recruitment processes are grounded in the basis of merit, fairness and equity.

4.4 Executive Team

In addition to the responsibilities of all employees, members of the Executive team must also:

- i. Establish an environment that supports Employment Equity;
- ii. Affirm support to remove systemic barriers and increase representation of Equity Deserving Groups within the NSLC, at all levels.

4.5 NSLC Board of Directors

- i. Provide strategic oversight to establish an environment that supports Employment Equity;
- ii. Affirm support to remove systemic barriers and increase representation of Equity Deserving Groups within the NSLC, at all levels.

5. POLICY DIRECTIVES

Commitment to Culture: Create and sustain a culture of belonging where all feel welcome and respected.

Job Postings: Each job posting will outline the NSLC's commitment to IDEA, the support of Equity Deserving Groups and information on accommodations.

Monitoring Effectiveness: Monitor the effectiveness of the Policy through specified collection and analysis of employee data. Progress on Employment Equity goals and directives reported as identified by People and Culture.

Recruitment & Selection: Provide equitable opportunities to all individuals by identifying and addressing systemic barriers to reduce or remove them to the extent possible to increase representation of Equity Deserving Groups. Ensure all recruitment and selection processes are based on the principles of merit, fairness, and equity.

Self-Identification: Create and promote voluntary employee self-identification process to measure, monitor and report on the diversity of our workforce while ensuring confidentiality of information.

Training & Education: Develop and make available training on IDEA to create awareness and capacity building. All team members will be required to complete mandatory IDEA training.

6. DEFINITIONS

Employment Equity: A systemic effort to achieve fairness in employment, whereby people, to the extent possible, are not denied employment opportunities or benefits for reasons unrelated to their abilities and everyone has access to the resources and opportunities to develop their potential.

Equity Deserving Groups: These are groups whose members have been underrepresented and/or who have faced systemic barriers in employment and for whom measures are put in place to increase their representation and/or to reduce or remove such barriers, and includes Indigenous Peoples (particularly Mi'kmaq), persons of Black/African descent (especially African Nova Scotians), Members of Racialized Groups, Persons with Disabilities, Women, and individuals identifying as members of the 2SLGBTQIA+ Community. NSLC highlights that equity should be achieved from a systemic, cultural and societal change, and the burden of seeking equity should not be placed on the group.

Indigenous Peoples: those who identify as First Nations, Inuit, or Metis (status or non-status).

Members of Racialized Groups: are persons, other than Indigenous Peoples, who identify as non-white and non-Caucasian in racial origin, regardless of birthplace or citizenship.

Persons with Disabilities: under the Nova Scotia *Accessibility Act*, "disability" includes a physical, mental, intellectual, learning, or sensory impairment, including an episodic disability, that, in interaction with a barrier, hinders an individual's full and effective participation in society.

Women: Refers to individuals who identify as women in occupations or positions where they are under-represented.

2SLGBTQIA+ Community: refers to Two Spirit, lesbian, gay, bisexual, transgender, queer and/or questioning, intersex, asexual and additional people who identify as part of sexual and gender diverse communities.

7. REFERENCES

NSLC Code of Business Conduct & Conflict of Interest Policy

NSLC Respectful Workplace Policy

NSLC Accommodations Policy

NSLC Self Identification Operating Practice (in draft)

[Nova Scotia Human Rights Act](#)

[Nova Scotia Accessibility Act](#)