

## 1. Purpose

Northern Lights Library System (NLLS) is committed to:

- Providing equal employment opportunities based on merit.
- Upholding the rights of all employees to a discrimination-free workplace.
- Complying with the Alberta Human Rights Act (AHR Act) and Canadian Human Rights Act.
- Ensuring fair treatment in hiring, promotion, training, and workplace practices.

This policy aligns with:

- Grievance Policy (Sec 1, 3Q) – Establishes the process for handling human rights complaints.
- Workplace Violence & Harassment Policy (Sec 1, 3S) – Defines harassment and violence prevention.
- Substance Use & Impairment Policy (Sec 1, 3W) – Covers workplace impairment and accommodations.

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## 2. Equal Employment Opportunity

- NLLS is an equal opportunity employer that recruits, trains, promotes, and compensates employees based solely on merit.
- Discrimination based on any protected ground under the AHR Act is prohibited, including:
  - Race, colour, ancestry, place of origin.
  - Religious beliefs.
  - Gender, gender identity, gender expression.
  - Age, physical or mental disability.
  - Marital or family status.
  - Source of income.
  - Sexual orientation.

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## 3. Workplace Rights & Protection from Discrimination

NLLS will ensure that all employees receive equal treatment in:

- Job applications, recruitment, and hiring.
- Training, promotions, and transfers.
- Disciplinary actions, dismissals, and layoffs.

- Compensation, benefits, and work conditions.

Discrimination or harassment based on protected grounds will not be tolerated. Employees should refer to the Workplace Violence & Harassment Policy (Sec 1, 3S) for additional protections against workplace harassment.

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#### 4. Workplace Accommodation

Employees requiring accommodation based on protected grounds (e.g., disability, religious practices) should:

1. Submit a request to their manager outlining the required accommodation.
2. Work with NLLS to explore reasonable solutions.
3. Provide supporting documentation if necessary.

##### 4.1 Undue Hardship

NLLS will accommodate to the point of undue hardship, which includes:

- Significant financial cost that impacts operations.
- Serious health or safety risks to the employee or others.
- Legal or operational limitations.

Accommodation decisions will be made collaboratively between management and the employee.

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#### 5. Complaint Process

Employees who believe they have experienced discrimination should follow the Grievance Policy (Sec 1, 3Q) to report and resolve their concerns.

##### 5.1 Reporting a Complaint

1. Report the issue to a supervisor or department manager for initial resolution.
2. If unresolved, escalate the complaint to the Grievance Committee, following the Grievance Policy (Sec 1, 3Q).
3. If still unresolved, employees may escalate their complaint to the Alberta Human Rights Commission.

All complaints will be confidentially investigated as outlined in the Grievance Policy (Sec 1, 3Q).

##### 5.2 Protection Against Retaliation

Employees who file complaints in good faith are protected from retaliation. Any retaliation will result in disciplinary action.

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#### 6. Review & Compliance

- This policy will be reviewed every three (3) years to ensure compliance with evolving legislation.
- The Executive Director is responsible for policy enforcement and oversight.

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**NLLS Executive Board Chair**

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**Date of Approval**