



DISCRIMINATION IN HIRING

#2-05

Approved by:	Leadership Team
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Administrator Responsible:	Associate Vice President, People, Equity & Inclusion

POLICY

North Island College is committed to hiring the most qualified applicant for any college position and demonstrating judgement and sensitivity to the principles of recruitment and the *BC Human Rights Act*.

The *BC Human Rights Act* provides as follows:

- (1) No person or anyone acting on his behalf shall:
 - a) Refuse to employ or refuse to continue to employ a person, or
 - b) Discriminate against a person with respect to employment or any term or condition of employment, because of race, colour, ancestry, place of origin, political belief, religion, marital status, family status, physical or mental disability, sex, sexual orientation, or age of that person or because that person has been convicted of a criminal or summary conviction offence that is unrelated to the employment or to the intended employment of that person.

The College will exercise due diligence in its hiring processes and avoid discrimination in hiring.

GUIDELINES

In the event that a potential conflict of interest may arise, the following guidelines will apply:

1. Employees shall not be employed in situations where:
 - a. A reporting relationship exists where the superior has direct influence, input or decision-making power over an employee's performance evaluation, salary, working conditions and other similar matters; and

- b. The relationship affords an opportunity between two employees which could have a detrimental effect on the College.
2. Employees are expected to avoid apparent and actual conflict of interest situations by not participating in the decision-making process with respect to the other person or by disclosing any potential conflicts of interest which might presently exist or might occur from time to time.

PROCEDURES

In the event that a decision to hire creates a conflict of interest or appears to create a conflict of interest then, in each case, the following will apply:

1. The President will review the circumstances in accordance with this policy and guidelines.
2. The President may approve the appointment and may report such appointment to the Board of Governors.