

Section:	Human Resources (HR)
Subject:	Employment Rights and Obligations
Legislation:	<i>Alberta Human Rights Act (RSA 2000 cA-25)</i>
Effective:	December 10, 1991
Revision:	February 14, 1995; February 23, 1999; May 9, 2003; August 1, 2003 (reformatted); September 14, 2007; September 1, 2016 (reformatted)

**APPROVED:** \_\_\_\_\_  
**President and CEO**

## **POLICY**

The policy of the Board of Governors is to ensure that SAIT’s employees and students treat other SAIT employees and students with equal dignity and rights and without discrimination, to require SAIT’s policies, procedures and guidelines to comply with Alberta’s human rights legislation, and to require SAIT’s employees and students to understand and act in accordance with that legislation.

## **PROCEDURE**

### **GOVERNING PRINCIPLES**

#### **A. Responsibility**

1. It is the responsibility of the vice presidents responsible for employee services and for student services or designates to review SAIT’s policies, procedures and guidelines and to recommend changes as needed, in order to ensure they comply with Alberta’s human rights legislation.
2. It is the responsibility of the respective vice president or other manager entrusted with authority in a policy area to ensure that the policies over which they hold jurisdiction are implemented in a manner consistent with Alberta’s human rights legislation.

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3. It is the responsibility of the vice president responsible for employee services or designate to collaborate with representatives of the respective bargaining units and other employee groups to ensure that policies and procedures regarding staff matters are implemented in a manner consistent with Alberta's human rights legislation.
4. It is the responsibility of the vice president responsible for student services or designate to work in close conjunction with the SAIT Students' Association to ensure that policies, guidelines and procedures affecting student matters are implemented in a manner consistent with Alberta's human rights legislation.
5. In cases of dispute, the President's Standing Committee on Discrimination ("Standing Committee") may be called upon to resolve the matter prior to the invocation of procedure [HR.4.6.1 Discrimination - Employee and Student Recourse](#).

## **B. Education**

1. Education in general, and the heightening of awareness in particular, are key ways to reduce the incidence of discriminatory activities. It is the responsibility of specific designated administrative areas to carry out programs of awareness and education with general advice from the Standing Committee. The avenues of communication and education to be employed include, without limitation:
  - a) Articles in SAIT publications targeted towards student and staff groups.
  - b) Presentations to students and staff at orientations and other sessions.
  - c) General distribution of topic-specific brochures and posters.
  - d) Selection of particular educational materials in print and non-print to be recommended for inclusion in the library collection.
2. Recognizing the diversity of the campus population, different functional units are charged with the responsibility of addressing educational programs as follows:
  - a) Office of the Registrar: Students (articles in student-directed publications, presentations to student groups, including classes, orientation sessions and SAITSA meetings).
  - b) Employee Services: Employees (articles in employee-directed publications, presentations to employees).

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- c) Communications and Marketing, and the Standing Committee: general SAIT community (brochure and poster development and distribution, library materials selection).

## PROCEDURE

1. The deans, directors, manager(s) and/or committees delegated the particular task of policy development shall annually review all policies, procedures and guidelines during the normal process of policy development to ensure they comply with Alberta’s human rights legislation.
2. Where a vice president, dean, director or manager detects or is made aware of potential conflict between SAIT practice and Alberta’s human rights legislation, that individual shall advise the Standing Committee of the concern in writing.
3. Where a member of the SAIT community detects or is made aware of such a potential conflict, that individual may advise the Standing Committee of the concern in writing.
4. The Standing Committee shall review and adjust applicable policies or practices as required by matters addressed to the Standing Committee’s attention by the vice presidents responsible for employee services and for student services or designates.
5. Each area charged with an educational responsibility shall execute that responsibility in accordance with this procedure.
6. The chair of the Standing Committee shall submit an annual report to the president and CEO concerning matters addressed under this procedure.

## POLICY/PROCEDURE REFERENCE

HR.4.5            Discrimination – Education policy

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