



**The County**  
PRINCE EDWARD COUNTY + ONTARIO

<b>Title:</b>	<b>Anti-Racism Policy</b>		
<b>Policy Group:</b> <b>Your Government and People</b>	<b>Policy Administrator:</b> <b>Human Resources and Organizational Development</b>		
<b>Resolution No.</b> <b>CW-234-2022</b>	<b>Policy Number:</b> <b>HR-02</b>		
<b>Approval Date:</b> <b>2022-08-18</b>	<b>Revision Date:</b> <b>2026-08-18</b>		

## 1. Policy Statement

- a) The Corporation of the County of Prince Edward (The County) recognizes the diversity of our community and is committed to providing a safe, healthy and racism-free work environment where all employees are treated with respect and dignity.
- b) The County is committed to removing barriers, deconstructing biases and fostering and promoting an inclusive, respectful and welcoming atmosphere for all who work and interact with the Municipality.

## 2. Purpose

- a) The purpose of the Anti-Racism Policy is to:
  - i. Acknowledge the existence of racism in all its forms; recognize the racial diversity in our community and commit to respecting the fundamental rights, personal worth and human dignity of Black Peoples, Indigenous Peoples and People of Colour.
  - ii. Commit to conducting the day to day operations and governance in a manner free of racism and promote an inclusive, respectful and welcoming environment for all who work, volunteer, do business and interact with The County.
  - iii. Acknowledge the Country's role and responsibility in protecting every person's right to be free from racism.
  - iv. This policy should be read and interpreted in conjunction Anti-Racism Policy, Respectful Behaviour in the Workplace Policy, Code of Conduct Policy, and Discipline Policy.

### 3. Scope

- a) This policy applies to Council, employees including full-time and part-time, interns, students, contractors, consultants and other temporary workers, volunteers, board members, committee members, and other non-paid workers.

### 4. Legislative Authority

- a) Employment Standards Act, 2000, S.O. 2000, C.41
- b) Ontario Human Rights Code, R.S.O 1990, c. H.19
- c) Anti-Racism Act, 2017
- d) Occupational Health and Safety Act, R.S.O. 1990, c. O.1
- e) AD 135 Council Code of Conduct

### 5. Definitions

- a) **Anti-racism** means an anti-racism approach is a systematic method of analysis and a proactive course of action. The approach recognizes the existence of racism, including systemic racism and actively seeks to identify, remove, prevent and mitigate the racially inequitable outcomes and power imbalances between groups and the structures that sustain these inequities.
- b) **Black Peoples** means people who are of African descent, including those from Canada, the Caribbean, other areas of the diaspora and continental Africa.
- c) **Racism** means a belief that one group is superior to another performed through any individual action, or institutional practice which treats people differently because of their colour or ethnicity. This distinction is often used to justify discrimination.
- d) **Race** means a term used to classify people into groups based principally on physical traits (phenotype) such as skin colour or other apparent differences perceived as 'inherent' or 'unchanging' (for example, a social group's culture or religion may sometimes be treated as unchanging and inherent). Racial categories are not based on science or biology but on differences that society has created (i.e. "socially constructed"), with significant consequences for people's lives. Racial categories may vary over time and place, and can overlap with ethnic, cultural or religious groupings.
- e) **Diversity** means the range of visible and invisible qualities, experiences and identities that shape who we are, how we think and how we engage with, and are perceived by the world. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical or mental abilities, religious/spiritual beliefs, or political ideologies. They can also include differences such as personality, style, capabilities, and thought/perspectives.
- f) **Bias** means a conscious or unconscious subjective opinion, preference, prejudice, or inclination, often formed without reasonable justification, which influences the ability of an individual or group to evaluate a particular situation objectively or accurately.

- g) **Indigenous People** means people who identify as being descended from the original inhabitants of what is now known as Canada. Indigenous refers to First Peoples in Canada. In this context, Indigenous people are First Nations, Métis and/or Inuit.
- h) **People of Colour** means non-White racial or ethnic groups; generally used by racialized peoples as an alternative to the term “visible minority.” The word is not used to refer to Indigenous Peoples, as they are considered distinct societies under the Canadian Constitution.
- i) **Systemic Racism** means organizational culture, policies, directives, practices or procedures that exclude, displace or marginalize some racialized groups or create unfair barriers for them to access valuable benefits and opportunities. This is often the result of institutional biases in organizational culture, policies, directives, practices, and procedures that may appear neutral but have the effect of privileging some groups and disadvantaging others.

## 6. General

- a) This Policy applies to current and new bylaws, regulations, policies, procedures, contracts, procurements and activities carried out by The County, all of which will be required to be compliant with the principles specified within this Policy.
- b) This Policy is intended to demonstrate The County's commitment to conducting the day to day operations and governance in an anti-racist and anti-discriminatory manner and environment.
- c) This Policy includes all aspects of Municipal activities, including its working environment, procurement, services, meetings and various public events. In addition, this will include ongoing relationships with individuals, businesses, community groups and contractors as well as with other local governments and public and private bodies.
- d) This Policy is intended to supplement and support the Ontario's Human Rights Code and related County policies including Harassment and Respect in the Workplace.
- e) Where a complaint is registered, the County will keep all complaints confidential, to the extent that it is able to do so. Only as much information as is necessary to investigate and respond to the complaint or situation, or if required to do so by law, will be released.

Out of respect for the relevant individuals, it is essential that the complainant, respondent, witnesses and anyone else involved in the investigation of a complaint maintain confidentiality throughout the investigation and afterwards.

- f) The County will not tolerate retaliations, taunts or threats against anyone complains about racism or takes part in an investigation. Any person who taunts, retaliates

against or threatens anyone in relation to a complaint may be disciplined or terminated.

## **7. Responsibility and Implementation**

- a) All members of our workplace community have a shared responsibility in connection with securing and maintaining an environment that is fair, equitable and free of racism. All members of The County's workplace community are expected to meet the individual responsibilities as outlined in this Policy.
  - i. Council Members: Council will lead and model inclusive behavior and language and not participate in racist or discriminatory conduct. They will support, promote, and foster the principles of this Policy in all their work and interactions and report any incidents of racial discrimination to the Chief Administrative Officer (CAO) or the Mayor.
  - ii. Employees, Volunteers, Students and Contractors are responsible for:
    1. Adhering to this Policy and complying with the required standards.
    2. Not engaging in racial discrimination or acts of racism and must conduct themselves in an inclusive manner.
    3. Communicating with their respective supervisors, managers or Human Resources representatives when they are uncertain of any requirement of this Policy.
    4. Reporting incidents of racism or racial discrimination experienced or witnessed immediately to a supervisor or manager.
    5. Maintaining the confidentiality of all involved in a complaint under this Policy and cooperate and participate in good faith in any investigation under applicable
  - iii. Supervisors, Managers, Directors and the Chief Administrative Officer (CAO) are responsible for:
    1. Ensuring that the workplace is free from racism, racial discrimination and ensure the principles of this Policy are reflected in the execution of their duties, operational policies and practices
    2. Modeling inclusive behavior and language and not participate in racist or racially discriminatory conduct
    3. Listening and reviewing any complaint, treating it sensitively, seriously and confidentially
    4. When appropriate and required, management will work with Human Resources to investigate any allegation, or the CAO may appoint a third-party to investigate when appropriate

5. Ensuring all complaints and concerns are addressed in accordance with the Respectful Workplace policy

iv. The CAO is responsible for:

1. Directing compliance with this Policy
2. Establishing procedural guidelines in the application of the policy
3. Making routine changes to the procedures, as required, along with Human Resources and Organizational Development

v. Human Resources and Organization Development is responsible for:

1. Ensuring awareness of and compliance with the Anti-Racism Policy
2. Arranging for training and provide resources to assist with achieving an inclusive, respectful and welcoming environment free of racism
3. Receiving and investigate complaints in a timely, confidential and unbiased manner
4. Identifying external resources as appropriate, to assist with investigations as required
5. Receiving investigation reports and follow-up on recommendations
6. Supporting all parties involved in resolving issues, and ensure no person suffers reprisal as a result of making a complaint, or for providing information
7. Following up with the parties after a complaint has been resolved

## **8. Documentation and Forms**

- a) Anti-Racism Procedures