

Quebec Community Newspapers Association Template

HIRING POLICY

OUR COMMITMENT

Quebec Community Newspapers Association strives to maintain an inclusive workplace that respects the dignity of every individual. The Company is committed to ensuring equity, diversity, inclusiveness and accessibility in its hiring practices and its workforce.

This policy applies to all Company employees, including full-time, part-time, temporary and casual employees, summer students, and volunteers (collectively, **“Workers”**), as well as individuals who apply for employment with the Company, while in the workplace, on Company premises, or during work-related and/or social functions.

OBJECTIVES OF THIS POLICY

The main objectives of this policy are:

1. To establish hiring practices that are equitable, fair, open and transparent;
2. To provide for accommodations in hiring practices and in the workplace; and
3. To promote employment equity in the workplace.

Equity

The Company is an equal opportunity employer. Our employment equity program attempts to achieve a workforce that reflects the diversity of the available labour force. Equal opportunity for employment will be extended to all candidates without regard to the protected grounds set out in human rights and other legislation in the Company's province or territory, such as race, sex (including pregnancy), colour, gender, gender identity, gender expression, age, national or ethnic origin or ancestry, religion, marital status, family status, disability and sexual orientation. Some provincial laws prohibit or protect discrimination on additional grounds, such as political beliefs and criminal convictions.

The Company's employment practices and policies shall ensure that all Workers have an equitable opportunity to develop their abilities, realize their expectations and make the best contribution possible to the workplace.

Fair

All employment selections, appointments and promotions are to be based on considerations of merit and the ability to perform effectively in a position.

Selection criteria are to be developed in an objective and non-discriminatory fashion and must focus on each candidate's ability to perform the essential job duties. Selection

practices will ensure that all candidates are treated in a fair and consistent manner, will not provide any special privilege or consideration to a specific group or individual and will provide accommodations in accordance with applicable human rights and employment legislation.

Open and Transparent

For all open positions, the Company will create job postings that describe the position. All job openings will be posted concurrently internally and externally with sources appropriate for the position being filled. Jobs will remain posted until the position is filled.

Current employees with a satisfactory employment status may apply for internal job openings. All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully.

Interviews will be conducted by Human Resources and/or the hiring manager, as applicable, using a structured interview process.

Accommodation

In accordance with applicable legislation, the Company will offer accommodations to all candidates who require them when inviting them for an interview. A person who needs accommodation to take part in an interview is responsible for advising the Company of this need in enough detail to enable the Company to respond to the request prior to the interview. Each person's needs are unique and must be considered individually.

Hiring Decisions

The decision-making process must be uniform, consistent, transparent, fair, unbiased, comprehensive and objective. Only information about job qualifications and job requirements is to be considered when making hiring decisions. Once a hiring decision is made, the hiring manager must be able to document non-discriminatory reasons for hiring or not hiring each candidate. Written records from all interviews and the entire job competition shall be kept for a minimum of six months.

After a hiring decision has been made, an offer will be made contingent on the satisfactory completion of required background and reference checks. Background checks will vary depending on the position and may include criminal history, credit history, driving record or any other information relevant to the job.

Once all required background and reference checks are complete, successful candidates will be provided with a final job offer.

For questions regarding this policy, please contact **Ray Stanton, Owner,**
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