

<b>Atikokan Literacy Incorporated</b> <b>ADULT LEARNING CENTRE</b> <b>Human Resource</b> <b>Policy/Procedure</b>
<b>Employment Equity</b>
APPROVED BY: Atikokan Literacy Incorporated Board of Directors
DATE:
DISTRIBUTION:        Employees

**Policy:**

Atikokan Literacy Incorporated recognizes that Employment Equity is a value at the core of our mandate as a community organization and as an employer.

Accordingly, Atikokan Literacy Incorporated seeks to integrate fully the principles of Employment Equity with our other human-resource policies and procedures in order to ensure that all present and potential employees receive equitable treatment in all matters related to employment.

**Procedures:**

1. The written job description shall include but is not limited to:
  - a) The position title
  - b) The purpose of the position
  - c) Reporting relationships and accountability
  - d) Responsibilities and duties
  - e) Minimum educational requirements
  
2. If an employee misplaces their job description, they may request a new copy from the Executive Director.
  
3. When recruiting for open positions, the job description for the position will be made available for interested applicants.
  
4. If a job description is updated or changed, the employee(s) holding that position will be notified of the changes and will be supplied with an updated version of their job description
  
5. Employees who feel that their job description does not accurately reflect their role should take their concerns to the Executive Director. If the Executive Director agrees that the job description is no longer valid, a review will be scheduled and revisions to the duties and responsibilities of the role and the knowledge skills and abilities of the job will take place.