

# 1.14 Equity, Diversity, and Inclusion Policy	
Policy Section: Governance & Administration	Original Date: Aug. 01, 2023
Approved By: Board of Directors	Revision Date: Oct. 2025
Review By: Executive Director and Board of Directors	Applies to: Neighbours, Staff, Directors, and Volunteers
Standard of Excellence: #1.14	# of Pages: 3

1. DEFINITIONS

1. **Diversity**: the presence of a wide range of human qualities and attributes within an individual, group, or organization. Diversity includes such factors as age, sex, race, ethnicity, physical and intellectual ability, religion, sexual orientation, educational background, and expertise.
2. **Equity**: fairness, impartiality, even-handedness. A distinct process of recognizing differences within groups of individuals, and using this understanding to achieve substantive equality in all aspects of a person's life.
3. **Inclusion**: appreciating and using our unique differences – strengths, talents, weaknesses, and frailties – in a way that shows respect for the individual and ultimately creates a dynamic multi-dimensional organization.

2. PURPOSE

The purpose of this policy is to outline CEFB's expectations when it comes to equity, diversity, and inclusion.

3. POLICY

CEFB is committed to the principles of equity, diversity, and inclusion in all aspects of our organization. We believe we are stronger when we not only celebrate our many differences, values, and voices, but include them in practice.

4. PROCEDURE

1. Work Environment

- a. Promote a culture of respect and inclusion;
- b. Ensure the right to equal treatment is upheld in the areas of rate of pay, overtime, hours of work, holidays, benefits, shift work, discipline, performance evaluations, and advancement opportunities. Discrimination will not be tolerated;
- c. Train staff members on our equity, diversity and inclusion policies;

- d. Encourage applications from persons of various backgrounds;
- e. At CEFB
 - a. have gender neutral washrooms;
 - b. encourage the use of first person language whenever possible. For example, do not say disabled person, say person with a disability. First person language means you put the person first;
 - c. encourage gender neutral language within interactions, meetings, and communications
- f. If a person finds any of our policies or practices to be contradictory to this diversity and inclusion policy they are encouraged to bring any thoughts or concerns to our Executive Director.

2. **Hiring**

When it comes to recruitment and hiring CEFB will put in place practices that support equity, diversity and inclusion.

5. **ROLES AND RESPONSIBILITIES**

- 1. The Executive Director is responsible to ensure the work environment supports an environment that is equitable, diverse, and inclusive.

6. **REFERENCES AND SOURCES**

- 1. Policy 1.12: Privacy and Confidentiality
- 2. Policy 4.01: Anti-Harassment and Anti-Violence Policy
- 3. CEFB Code of Conduct
- 4. Ontario Human Rights Code
- 5. Accessibility for Ontarians for Disabilities Act
- 6. CEFB Human Resource Manual
- 7. CEFB Board Manual
- 8. CEFB Volunteer Manual

7. **APPENDIX**

Document Name
1. F1.12.01 Confidentiality Form

8. **REVISION CONTROL**



**CLARINGTON EAST FOOD BANK
GOVERNANCE & ADMINISTRATION POLICY
#1.14 Equity, Diversity, & Inclusion Policy**



Date	Revision Details	Revision #	Effective
Oct 2025	<ul style="list-style-type: none"> • Condensed definitions and purpose. • Changed policy statement, • Deleted provide accommodation, upon request, at all stages of employment as it is part of the Accessibility policy 4.04 • Added to procedure section H to address concerns • Condensed Procedure: Hiring • Deleted Privacy as it is covered in Privacy Policy 1.12 • Condensed Roles and Responsibilities 	Revision #1	Nov. 2025