



Town of Stephenville Policy Manual

Policy No:
Motion No: 25-310

Title: Equity, Diversity and Inclusion
Approval date: August 21, 2025

Purpose:

The purpose of this policy is to affirm the Town of Stephenville's commitment to equity, diversity, inclusion, and gender equality in all municipal operations, services, programs, and employment practices. This policy provides a framework for creating an inclusive and respectful environment where all individuals — regardless of gender, race, ethnicity, age, ability, sexual orientation, socio-economic status, or cultural background — feel safe, supported, and empowered to participate fully in civic life.

This policy also specifically recognizes the importance of addressing gender-based barriers and historical inequities. The Town is committed to advancing gender equality by promoting the fair treatment, representation, and participation of women and gender-diverse individuals in all aspects of municipal governance, leadership, service delivery, and community engagement.

Our Commitment:

The Town of Stephenville is committed to fostering a welcoming, inclusive, and equitable environment for all residents, employees, and visitors. As a proud and diverse community located in Newfoundland and Labrador, we recognize the importance of honouring and supporting the many identities, cultures, and lived experiences that enrich our town — including those of Indigenous peoples, newcomers, persons with disabilities, racialized communities, 2SLGBTQIA+ individuals, and other equity-deserving groups.

We believe that equity, diversity, and inclusion are essential to strong municipal leadership and community development. We are dedicated to ensuring that all individuals have fair access to programs, services, employment opportunities, and decision-making processes. Our goal is to create a community where everyone feels respected, empowered, and able to thrive.

Through inclusive policies, ongoing education, meaningful engagement, and collaboration with our partners, the Town of Stephenville is actively working to identify and remove systemic barriers, challenge discrimination, and promote equitable outcomes. We understand that this work is ongoing and requires humility, openness, and accountability.

Together, we are building a stronger, more inclusive Stephenville — where every voice matters and everyone belongs.

Scope:

This policy applies to all municipal employees, elected officials, contractors, volunteers, and any individuals or organizations engaged in activities on behalf of the Town of Stephenville.

Definitions:

Equity - means fair treatment, access, and opportunity, recognizing that individuals may need different supports to achieve similar outcomes.

Diversity - refers to the presence of a wide range of identities, perspectives, and experiences, including but not limited to race, ethnicity, gender, age, religion, ability, sexual orientation, socioeconomic status, and Indigenous heritage.

Inclusion - means creating environments where everyone feels welcomed, respected, and able to fully participate and contribute.

Gender Equality - The state in which individuals of all genders have equal rights, responsibilities, and opportunities in all spheres of life. Gender equality does not mean that all people are the same, but that their rights, responsibilities, and opportunities do not depend on their gender.

Policy Statement

The Town of Stephenville is committed to:

- Creating an inclusive, respectful, and equitable workplace and community that values the diverse identities and contributions of all people.
- Ensuring equitable access to municipal services, programs, and opportunities.
- Promoting awareness and understanding of equity, diversity, inclusion, and gender equality through education, training, and engagement.
- Actively addressing and removing systemic barriers to participation, particularly those experienced by women, Indigenous peoples, racialized groups, persons with disabilities, 2SLGBTQIA+ individuals, and other equity-deserving communities.
- Advancing gender equality by ensuring equal opportunity, pay equity, representation in leadership, and a workplace culture that supports individuals of all gender identities.
- Reflecting the diversity of the community in hiring practices, public consultation processes, and decision-making at all levels of municipal operations.

Through inclusive policies and meaningful action, the Town of Stephenville is committed to building a municipal culture that is safe, supportive, and representative of all.

Guiding Principles

The Town will be guided by the following principles:

- Respect: Everyone will be treated with dignity and consideration.
- Accessibility: Programs, services, and facilities will be designed to be inclusive and accessible to all.

- **Gender Equity:** The Town will recognize and respond to the specific needs and experiences of women, men, and gender-diverse individuals, particularly in areas where historic or systemic inequality has occurred.
- **Representation:** Decision-making bodies will strive to reflect the diversity of the community.
- **Collaboration:** The Town will work with community partners, including Indigenous organizations and equity-deserving groups, to advance shared goals.
- **Accountability:** Progress on EDI initiatives will be monitored and reported.

Responsibilities

Council:

- Provide leadership in promoting EDI in governance and public policy.
- Monitor gender balance in municipal staffing, boards, and committees, and take action to ensure equitable participation and representation.
- Approve and review this policy on a regular basis.

Chief/Deputy Administrative Officer (CAO, DCAO):

- Ensure implementation of the policy across all departments.
- Promote inclusive hiring and management practices.
- Monitor gender balance in municipal staffing, boards, and committees, and take action to ensure equitable participation and representation.

Managers and Supervisors:

- Foster inclusive work environments.
- Address incidents of discrimination or harassment in a timely and appropriate manner.

All Employees and Representatives:

- Treat others with respect and dignity.
- Participate in EDI training and apply inclusive practices in day-to-day work.

Implementation and Training

- EDI awareness and training will be incorporated into orientation for new employees and ongoing professional development.
- All departments will assess policies, programs, and services to identify barriers and implement improvements.
- Engagement with diverse community members will be embedded into planning and consultation processes.

Complaints and Reporting

Any concerns related to discrimination, exclusion, or inequity should be reported to the appropriate supervisor or to the Human Resources Department. The Town will address all complaints in accordance with its harassment and workplace violence prevention policies and any applicable collective agreements.

Review and Evaluation

This policy will be reviewed every three (3) years or more frequently as required to reflect legislative changes, evolving community needs, or organizational priorities.

Related Policies and Documents

- Accessibility Policy
- Respectful Workplace Policy
- Municipal Code of Conduct
- Collective Agreements

Revision History:

Revision:	Motion No:	Change:	Date: