



DIVERSITY, EQUITY, INCLUSION, AND BELONGING (DEI&B) IN THE WORKPLACE POLICY

PURPOSE

SWIM knows the best relationships are built on trust, and so are dedicated to promoting diversity, equity, inclusion, and belonging in our workplace, and the workplaces of our clients.

SCOPE

Our team is diverse, and cohesive. SWIM attracts top-notch recruiters from all around the world who are passionate about their chosen career in talent acquisition. SWIM has adopted this Diversity, Equity, Inclusion, and Belonging (DEI&B) in the Workplace Policy (“the Policy”) as part of our commitment to foster an environment where everyone feels as though they belong and that their dignity, beliefs, and identity are respected. To achieve this, we strive to create a supportive work environment and a culture that welcomes everyone and encourages equitable opportunities for all employees. SWIM will comply with all applicable legislation in pursuit of these endeavours.

GUIDELINES

Definitions

Belonging: Feeling supported, valued, and accepted when presenting one’s most authentic self.

Dignity: Being treated respectfully and ethically because of one’s inherent worth.

Discrimination: Treating people unequally or making a distinction based on prohibited grounds (as defined below) that results in a burden, obligation, or disadvantage that is not imposed on others or that limits access to opportunities, benefits, and advantages available to others.

Diversity: The presence of a variety of unique qualities, identities, or experiences, both demographic and cognitive.

Equity: Access to opportunities that is fair and accounts for the different experiences people have based on factors that are protected by human rights legislation which includes age; family status; marital status; physical disability; mental disability; race, colour, place of origin, and ancestry; Indigenous identity; sex, gender identity or expression; sexual orientation; religion; criminal conviction; political belief; and/or source of income.

Inclusion: Creating a culture that embraces, values, and respects diversity and supports all members through equitable practices.

Microaggressions: Commonplace direct or indirect slights, insults, generalizations, or insensitive actions made at the expense of marginalized groups whether intentionally or unintentionally offensive.

Protected characteristics: Sometimes used interchangeably with the term “prohibited grounds”, these are the characteristics that a person must not use to discriminate against a person or group under human rights legislation (as defined above under ‘Equity’). Prohibited grounds and personal characteristics may differ by jurisdiction (e.g. province/state, country).

Unconscious bias: The inclinations or assumptions (such as stereotypes and/or prejudices) that a person may have about social and identity groups, or the persons who belong to these groups, that operate without our awareness. Social and identity groups could include:

- Gender based such as Male, Female, Non-Binary, Trans, Two-Spirit, etc.
- Racial based such as Black, White, Hispanic or Latinx, South Asian, Southeast Asian, Filipino, Aboriginal, etc.
- Ethnicity based such as Irish, African, African-American, Caribbean, Arab, French, etc.
- Ability based such as Able-Bodied, Disabled, Neurodivergent, etc.
- Sexual orientation based such as Gay, Lesbian, Heterosexual, Bisexual, Pansexual, Queer, Straight, etc.
- Religion or spirituality based such as Catholic, Christian, Buddhist, Hindu, Agnostic, Atheist, Sikhism, Yoga, Bahai, Islam, etc.
- Socio-economic based such as Working Class, Low Income, Working Poor, Middle Class, Upper Class, Wealthy, etc.
- Nationality based such as Canadian, American, Trinidadian, Mexican, Nigerian, Australian, etc.

Company Commitment

SWIM is committed to observing and following all relevant human rights, equity, and privacy legislation to prevent discrimination based on any prohibited ground or personal characteristics. SWIM is also committed to developing, learning, and following best practices to improve diversity, equity, inclusion, and belonging throughout our organization.

Equitable Opportunity

Employees, contractors and clients will not be negatively affected by any actions or decisions relating to hiring, compensation, promotion, benefits, job assignments, transfers, layoffs, return from layoffs, company-sponsored programs or events, or any other opportunities due to their protected characteristics.

Employment decisions will be made based on the qualifications and performance of employees. A protected characteristic will not be used against a person in consideration for development and growth opportunities, and no opportunities will be unfairly withheld from any employee. SWIM will ensure that managers are trained properly on unconscious bias, diversity, and inclusion, and how to evaluate employees for growth opportunities equitably.

Accommodation

In accordance with human rights legislation, SWIM will provide accommodations for persons who require them. Anyone requiring accommodation is asked to speak with the Director of Operations.

Training

SWIM may use various training initiatives to develop and foster DEI&B understanding and competency. Every employee will have access to training on diversity, equity, inclusion, and belonging whenever the company identifies a need for it. All training will be inclusive and will not be unfairly administered or withheld from employees.

Recruitment

SWIM is dedicated to recruiting, retaining, and providing our clients with a qualified workforce and is committed to internal and external hiring practices that are fair and equitable. The company and its hiring managers will always seek to hire the best candidate for a position. A protected characteristic will not be used against a person during the hiring process.

SWIM will ensure that the search and hiring processes are fair and equitable so that each candidate has a fair opportunity throughout the process regardless of any protected characteristic they may have. Employees of diverse backgrounds, experiences, and identities will be involved in the recruiting process, and they will interview a diverse slate of candidates. The company will also offer any necessary and reasonable accommodations to candidates throughout the recruitment process.

Complaint Process

If an employee feels that this policy has been breached, they may file a verbal or written complaint with the Operations department. Before doing so, attempts should be made to reach a resolution with the offending party before filing a formal complaint; however, if the employee does not feel comfortable approaching these persons about the matter, they may contact Operations directly. The complaint will be reviewed and addressed confidentially. Depending on the nature of the complaint, it may be determined that further investigation is required, at which time SWIM may choose to identify an external party qualified or having the experience required to pursue next steps.