

HIRING POLICY

The purpose of this policy is to outline the processes Baxter Arts Centre will follow to ensure our hiring practices are fair, consistent, equitable and in line with all applicable legislation such as the *Ontario Human Rights Code*, the *Accessibility for Ontarians with Disabilities Act*, and the *Employment Standards Act*.

POLICY

Baxter Arts Centre is committed to the principles of equality and diversity in the workplace. We aim to hire the best candidate for the position based on their qualifications and merit in terms of knowledge, skills, and experience. Baxter Arts Centre will not discriminate against job applicants on any of the grounds protected by human rights legislation during any phases of the recruitment, screening and hiring process.

We welcome applications from persons with disabilities and will provide accommodations during all stages of the hiring process, upon request. This statement will be added to any job postings and all applicants will be reminded of this policy: 1) when they are invited to an interview, and 2) within any job offer provided. All hiring managers of Baxter Arts Centre will treat all job applicants with dignity and respect.

At no time during the interview process will any questions be asked that touch on any prohibited areas outlined in the *Human Rights Code* (such as age, ancestry, colour, race, citizenship, ethnic origin, place of origin, creed, disability, sex/pregnancy, family status, marital status, sexual orientation, gender identity, gender expression, and record of offences).

Reference checks must be completed for all candidates to validate credentials and the accuracy of information provided by the candidate during the recruitment and screening process.

Any contract offer will outline the terms and conditions of work including any further steps that the applicant must agree to complete to be eligible (example: successful police records check).

Once the contract is signed by the contractor and any additional agreed terms have been met, the new contractor may begin work at the agreed upon date. New contractors will receive orientation and training about access and safety issues that pertain to their position or that are required by law.

Baxter Arts Centre will ensure any personal information collected during any stage of the recruitment and hiring process is retained in an appropriate manner and remains confidential.

Please Note: This policy is available online at www.baxterartscentre.org and in the policy binder at Baxter Arts Centre. It will be reviewed as often as necessary, but at least annually.

Approved by Board: March 30, 2026

To Be Reviewed by: March 30, 2027