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Policy Title **Equity, Diversity and Inclusion Policy**

Policy Owner(s) Division / Department	Executive / CEO
Effective Date	May 6, 2024
Last Review Date	May 6, 2024
Applicable Laws, Regulations, or Other Identified Risks	Accessibility for Ontarians with Disabilities Act* Canadian Human Rights Act ^{1*} Canadian Sport Policy* Ontario Human Rights Code ^{1*} <i>Personal Information Protection and Electronic Documents Act*</i> Notes: 1: Including similar acts in other provinces/territories <i>*Current and in force and effect, and as may be amended from time to time</i>

Policy Statement

Success can be best achieved by ensuring new ideas, and that people can take part in, and benefit from a healthy, innovative environment. This means creating an equity-based, diversified and inclusive workplace and skating community, in which differences and contributions of all employees and participants in the skating community are recognized and valued. Putting diversity into action through inclusion fosters collaboration, creative thinking, innovation, and problem solving, providing organizations with a competitive advantage.

Skate Canada is committed to equity and fairness to all employees in the workplace and individuals in the skating community. We are determined to be a place where everyone feels comfortable and supported in all of their diversity and where employees and individuals in the skating community have the opportunity to be their authentic self, leverage their talents and achieve their full potential.

Our equity, diversity and inclusive initiatives are only successful when they touch every area of our business. They focus on our employees, officers, and directors of Skate Canada, clubs, skating schools, sections, skaters, officials, coaches, athlete support personnel, event volunteers, and spectators of Skate Canada.

Equity, diversity, and inclusion are fundamental and consistent with the values of Skate Canada. As an organization, we recognize that having more diverse employees and participants in the sport of figure skating will only strengthen our organization and the skating community at



large. As a result, our organization is fully committed to providing a safe, welcoming, and respectful environment free of discrimination, harassment and abusive behaviour for all, regardless of any actual or perceived differences based on race, national or ethnic origin, colour, religion, age, language, gender, sex, sexual orientation, gender identity and expression, or disability.

Background / Rationale

This Equity, Diversity and Inclusion Policy (“Policy”) reinforces our commitment to ensure that Skate Canada has an equitable, diverse, inclusive, and barrier-free environment where every individual feels valued, respected, accepted and supported.

This Policy should assist in:

- offering a work environment that is accepting and supportive of all people – where every employee has the opportunity to realize their full potential
- ensuring our skaters/athletes, officials, and coaches are supported through the delivery of Skate Canada programs that embrace the fundamental values of equity, diversity and inclusion
- ensuring that Skate Canada sets the example as an employer and to the skating community by enabling and promoting practices and investing in programs that seek to foster, promote, celebrate, and recognize equity, diversity and inclusion in society overall
- ensuring that we create a level playing field for diverse third party service providers of Skate Canada

Skate Canada must comply with relevant legislation and regulations as applicable, including but not limited to the Canadian Human Rights Act (“Act”), the Ontario Human Rights Code (“Code”) and the *Personal Information Protection and Electronics Document Act* (“PIPEDA”).

Definitions

Certain terms used herein may not be capitalized; however, for the purposes of this Policy, the following terms herein have the ascribed meanings as set forth below. In addition, all references in this Policy to the singular include the plural and vice versa.

athlete means any person who is a skater who competes in the sport of figure skating at the national and/or international level as defined by Skate Canada (see skater definition)



athlete support personnel, as defined by CCES, means any coach, trainer, manager, agent, team staff, official, medical, paramedical, parent or any other person working with, treating or assisting an athlete participating in or preparing for sports competition

Board, pursuant to the Bylaws, means the board of Directors of Skate Canada

Bylaws means the bylaws of Skate Canada in force and effect, and as may be amended from time to time

CEO means Chief Executive Officer of Skate Canada, a Board appointed position

club, pursuant to the Bylaws, means a not-for-profit organization that is operating for the general purpose of providing Skate Canada programs and is managed by a volunteer board of directors

coach, pursuant to the Bylaws, means a skating expert with the required National Coaching Certification Program qualifications to provide a remunerated service at Skate Canada sanctioned clubs and skating schools, both on and off-ice. These individuals shall have registered, provided full payment and have met all professional coach registration requirements as set annually by Skate Canada

director, pursuant to the Bylaws, means an individual elected or appointed to serve on the Board

discrimination means behaviour, policies and/or practices that consists of actual or perceived differential, inequitable, adverse or otherwise inappropriate treatment of or impact on an individual based on one or more personal characteristic (collectively known as “prohibited grounds”) as established in the Act and Code (and similarly the prohibited grounds of other provinces/territories human rights codes), in force and effect and as amended from time to time, including, but not limited to, race, ancestry, national or ethnic origin, place of origin, citizenship, colour, indigeneity, religion, age, creed, sex, sexual orientation, gender identity or expression, family status, marital status, language, genetic characteristics, disability, record of offenses, and any other characteristic prohibited by law

Behaviour, policies, and/or practices specifically of benefit for certain individuals will not be considered discrimination. Discrimination does not include behaviour, policies, and/or practices rationally connected to legitimate sport objectives with the honest and good faith belief that they are reasonably necessary to accomplish the relevant objectives, provided that accommodation of the needs of a person affected would impose undue hardship on the individual that would



have to accommodate those needs, considering health, safety, cost, and legitimate sport objectives.

diversity means recognizing that our workplace and skating community is made up of persons who are all unique and bring varied experiences, differences, similarities/dimensions, identities, qualities, characteristics, values, perspectives and approaches to the workplace and skating community together with having an array of identities, characteristics, and backgrounds that are representative of our current and evolving population, and that as an organization we support meaningful participation at all levels of diverse peoples. Examples, include, but are not limited to, gender, race/ethnicity, indigeneity, age, culture, generation, religion, language, education, geography, nationality, disability, sexual orientation, etc.

employee means a person who is hired by Skate Canada on a permanent full-time or short-term on-going basis, or on a temporary / contractual basis for a defined period of time. Employees may also include certain independent contractors who, while not technically employees within the meaning of applicable labour or tax laws, have been identified as being applicable in this Policy

equity means fairness. It is recognizing that there are barriers to employment, participation, access, opportunity, advancement, and inclusion in the workplace and the skating community. The principle of equity acknowledges that systemic barriers and biases exist, and action is needed to strive to address historical and contemporary imbalances, and that identifying and removing systemic barriers of disadvantage and exclusions must be rooted in treating individuals fairly, not necessarily equally or the same

harassment means any vexatious comments, conduct, behaviour, action or gesture that is committed, threatened or attempted against another person that are insulting, intimidating, demeaning, malicious or offensive, where the person knows or ought reasonably to know that such behaviour or comment is unwelcome, including but not limited to sexual harassment, and criminal harassment as defined in the Criminal Code in force and effect and as amended from time to time, which includes prohibited conduct that causes the other person reasonably, in the circumstances, to fear for their safety or the safety of anyone known to them. See also the definition of “sexual harassment”

inclusion means intentionally creating and fostering a sense of belonging and a culture and environment based on fairness and equity where all individuals are recognized, accepted, respected, supported, and valued for their uniqueness and differences; it is how diversity is put into action for the benefit of the collective; and collectively promoting an environment where individuals can be their full authentic selves



individual means a person, and includes employees and persons in any way affiliated / connected with and/or engaged in activities, events/competitions, and programs with and/or hosted by Skate Canada, including, but not limited to, skaters/athletes, coaches, officials, athlete support personnel (as defined within this Policy), officers of Skate Canada, directors of the Board of Skate Canada, clubs, skating schools, sections, alumni of Skate Canada, inductees to the Skate Canada Hall of Fame, third-party service providers, and spectators

intersectionality refers to the ways that racism, racial discrimination, harassment, and vilification are frequently linked/shaped/informed by other elements such as sex, gender, class, disability, and sexuality

management means a group of persons that are senior level employees of Skate Canada and who may have day-to-day responsibility for managing other individuals, maintaining responsibility for key business functions, creating the business strategy and ensuring the business objectives are met. The management team are held accountable by the CEO

organization means Skate Canada, unless otherwise noted

President, pursuant to the Bylaws, means the chair of the Board of Skate Canada and an officer of Skate Canada

racism includes ideas or practices that establish, maintain or perpetuate the racial superiority or dominance of one group over another

racial equity impact assessment (REIA) is a systematic examination of how different racial and ethnic groups will likely be affected by a proposed action or decision. REIAs are used to minimize unanticipated adverse consequences in a variety of contexts, including the analysis of proposed policies, institutional practices, programs, plans and budgetary decisions

section, pursuant to the Bylaws, means an organization incorporated or organized in a particular province or territory (and in some cases, a combination thereof) strategically aligned with Skate Canada, that may receive funds from provincial or territorial Governmental Authorities and be subject to applicable sport recognition programs and transfer payment arrangements. Each Section is held to the governance and operating requirements of their respective province and / or territory(ies) and is responsible for skating in their respective jurisdictions



sexual harassment means any series of or serious comment(s) or conduct of a sexual nature that is unwelcome and that would be objectively perceived as unwelcome, and which broadly includes jokes, remarks, or gestures of a sexual or degrading nature, or any act targeting an individual's sexuality, sexual orientation, gender identity or expression, that is committed, threatened, or attempted, and that has the potential to be harmful to a person's integrity

skater, pursuant to the Bylaws, means (i) a person who is registered at a club or skating school with Skate Canada and who is subject to all applicable rules, regulations and policies of Skate Canada but who is not a member; and (ii) a person who is engaged in any activity provided, sponsored, supported, sanctioned or recognized by Skate Canada and registered directly with Skate Canada but who is not a member

skating school, pursuant to the Bylaws, means an organization other than a club that is operating for the general purpose of providing Skate Canada skating programs

systemic racism consists of organizational culture, policies, directives, practices or procedures that exclude, displace or marginalize some racialized groups or create unfair barriers for them to access valuable benefits and opportunities. This is often the result of institutional biases in organizational culture, policies, directives, practices, and procedures that may appear neutral but have the effect of privileging some groups and disadvantaging others

third-party service provider means an individual or corporate entity having a business relationship of any kind with Skate Canada (such as, sponsors, partners, event volunteers, etc.)

unconscious bias is an implicit attitude, stereotype, motivation or assumption that can occur without one's knowledge, control or intention. Unconscious bias is a result of our life experiences and affects all types of people. Examples of unconscious bias include gender bias, cultural bias, age bias, language and institutional bias

we, us, our means Skate Canada, unless noted otherwise

Policy Scope/Applicability

This Policy applies to all individuals, as defined within this Policy, in the skating community.

This Policy is also to be read in conjunction with the policies and procedures under the Skate Canada National Safe Sport Program, Code of Ethics, Trans Inclusion Protocol and Accessibility



Policy. For employees, this Policy should also be read in conjunction with the Workplace Accommodation Policy.

This Policy establishes the Equity, Diversity and Inclusion Guideline (“Guideline”) which is designed to provide minimum standards that encourage understanding and support for equity, diversity and inclusion.

Policy Requirements

Guiding Principles

- I. Strengthening a culture of inclusion through a commitment to equity and diversity, that is safe, welcoming, respectful, and accessible that addresses systemic barriers to career and athletic advancement, and that counters unconscious bias
- II. Valuing the dignity and uniqueness of the individual; and with a commitment to equity and diversity in our work environment and our skating community
- III. Promoting practices that foster equity, diversity and inclusion leadership in the workplace and skating community
- IV. Protecting the safety and welfare of all individuals through equity, diversity and inclusion efforts, including comprehensive policies and protocols, education, training, resources, and communication

I. **Principle I: Strengthening a Culture of Inclusion through a Commitment to Equity and Diversity**

To ensure an environment and culture that is safe, welcoming, equitable, diverse, and inclusive, free of discrimination, harassment and abusive behaviour, it is everyone's shared responsibility to embrace our values and commit to the shared vision of achieving an equitable, diverse and inclusive workplace and skating environment by taking collective action.

Inclusive Diverse Workplace

- Offer a working environment that is accepting and supportive of all employees – where every employee has the opportunity to be their authentic self and realize their full potential
- Attract, retain and enable the best talent from diverse populations
- Enable and promote work practices that foster diversity of thought and person



Inclusive and Diverse Skating Community

- Ensure an inclusive, barrier-free environment where all individuals within the skating community feel valued, respected, accepted, and supported to be their authentic self, learn to skate and achieve their personal goals
- Build relationships with and serve diverse communities
- Listen to diverse voices and communities

II. **Principle II:** Valuing the dignity and uniqueness of the individual; and equity and diversity in our work environment and our skating community

- Recognize barriers to equitable participation exist within society and within Skate Canada and the skating community at large, and work to address them
- Continually reinforce a culture of diversity and inclusion that is respectful, welcoming, accessible, and does not tolerate stigma, racism, harassment or discrimination

III. **Principle III:** Promoting practices that foster equity, diversity and inclusion leadership in the workplace and skating community

- **Board, CEO and Executive Management Commitment:** Thoughtful leadership matters. Proactive, visible and engaged leaders drive change and accelerate the achievement of our equity, diversity and inclusion goals through their actions and by inspiring others
- **Employee Involvement:** opportunities for employees to become personally involved in equity, diversity and inclusion initiatives is critical. Skate Canada will foster meaningful participation of the voices of employees in our initiatives and communications
- **Stakeholder Engagement:** Member, registrant and section engagement - Advance awareness of equity, diversity and inclusion among members, registrants, sections, businesses and third party service providers and the skating community at large, and broaden stakeholder commitment and their organizations, both indigenous and non-indigenous
- **Strategic Partnerships:** Through strategic partnerships, sponsorship initiatives, and employee volunteerism, Skate Canada will support organizations working to promote equity and address diversity issues of importance to us and our members and registrants



IV. **Principle IV:** Protecting the safety and welfare of all individuals through equity, diversity and inclusion efforts, including comprehensive policies and protocols, education, training, resources, and communication

- **Governance and policies:** Skate Canada has policies in place as the foundation to create an equitable, diverse and inclusive environment. This Policy is our commitment towards building a culture committed to equity, diversity and inclusion. We will not tolerate behaviour that does not support the broader vision of an equity-based, diverse and inclusive environment.
- **Risk identification and management:** Skate Canada has an enterprise risk management policy and risk assessment processes in place to actively monitor risks and ensure that our governance structures are sound and our programming is viewed through the lens of equity, diversity and inclusion to ensure that we are providing a diverse and inclusive environment for all participants.
- **Education, training and equity, diversity and inclusion programs and resources:** Skate Canada strives to provide programs and services to all participants, developing partnerships, tools and resources where there are opportunities to ensure we are continually striving towards breaking down barriers and addressing systemic racism and unconscious bias to create and foster a diverse and inclusive environment.
- **Accountability and reporting:** Skate Canada commits to establishing accountabilities to ensure clarity and drive productive efforts, including incorporating racial equity impact assessments (with an intersectional lens), and will establish key metrics to inform and ensure active ongoing commitment to equity, diversion and inclusion.
- **Ongoing communication and awareness:** We believe that clear, consistent, open communication is essential for a healthy and productive culture. Skate Canada commits to listening to the voices of the diverse participants of our workplace and skating community to inform our actions for equity, diversity, and inclusion; and to communicating regularly about our equity, diversity and inclusion progress, share experiences and best practices.



Roles and Accountabilities

Skate Canada is committed to:

- ensuring an equitable, diverse and inclusive, safe, welcoming and barrier-free environment where every individual, to whom this Policy applies, feels they belong, are valued, respected and supported, their voices heard; and
- ensuring a quality experience through our English and French services and materials, and accessibility of our services and events without barriers

Board

The Board has overall accountability for the approval and oversight of this Policy to

- ensure that Skate Canada's strategic direction, objectives and strategic plans are consistent with this Policy
- ensure a global perspective on diversity and inclusion through a holistic approach with input from diverse groups
- uphold the Code of Conduct and the Code of Ethics, together with all related policies noted herein
- ensure that the CEO has the appropriate resources available and barriers removed to assist in achieving the stated commitments

CEO

The Board has assigned the responsibility for the implementation of this Policy and underlying equity, diversity and inclusive strategies to the CEO, including

- developing goals, policies and initiatives to promote and develop equity, diversity, and inclusion in the workplace
- ensuring that the organization has the appropriate resources available, and barriers removed to assist in achieving the stated commitments
- development of an equity, diversity and inclusion action plan
- advancing initiatives necessary to meet the objectives of this Policy
- development of an evaluation system that regularly monitors key activities, performance and the effectiveness of initiatives in equity, diversity and inclusion
- ensuring accountability for achieving results and an ongoing and ever evolving communication and partnership strategy within the workplace at Skate Canada and the skating community at large to ensure an environment of equity, diversity and inclusion for all of our participants

CEO and Executive Management

The CEO and Executive Management team are responsible for:

- committing to equity, diversity, and inclusion as part of the process of developing policies, procedures and making decisions informed by racial equity



impact assessments (with an intersectional lens), including ensuring the input of diverse groups

- leading by example in creating a culture of equity, diversity and inclusion

Employees

Employees are responsible for:

- upholding the Code of Conduct, Code of Ethics, and Respectful Workplace Policy

All Individuals

In order to meet our responsibilities within this Policy, it is incumbent upon all individuals across the organization and skating community to whom this Policy applies to ensure the implementation of this Policy in support of these obligations. In particular, all individuals are expected to:

- uphold the Code of Ethics
- promote and support a diverse, inclusive, and safe environment where everyone is treated with respect and dignity
- lead by example in creating a culture of equity, diversity and inclusion
- strive to understand, consider and mitigate the systemic and attitudinal obstacles faced by individuals who belong to various identity groups
- develop their personal level of commitment to equity and of intercultural competence to interact effectively and appropriately with people of diverse identities

Controls and Monitoring

Skate Canada is committed to equity, diversity and inclusion in the ongoing monitoring and evaluation of the policy. The primary controls and monitoring mechanisms for this Policy are as follows:

- establishment, oversight and continuous updating of policies, procedures, and guidelines, as applicable, related to equity, diversity and inclusiveness
- evaluation system that regularly monitors key activities, performance and effectiveness of initiatives in equity, diversity and inclusion to meet the Policy objectives
- ongoing and ever evolving communication and partnership strategy within the skating community to ensure an environment of equity, diversity, and inclusion for all of our participants
- third-party service provider selection, as applicable, will follow all internal protocols and policies related to the management of third-party service providers
- attestation process to the compliance of all policies every two (2) years by the CEO, in accordance with the Policy Management Policy, including this Policy



Reporting and Escalation/Exceptions

There are no exceptions to this Policy. Any issues or conflicts with this Policy will be escalated to the CEO.

If the issue or conflict with this Policy relates to a director or an officer, escalation will be to the President, on behalf of the Board.

Governance / Oversight

This Policy is reviewed and approved at a minimum every three (3) years, or sooner if there are legislative or regulatory changes, as part of policy validation in accordance with the Policy Management Policy and related procedure(s).

Related Documents

Skate Canada Policies for all individuals

- Accessibility Policy
- Code of Ethics Policy
- Misconduct Reporting and Resolution Policy and procedure thereunder
- Official Languages Policy
- Privacy Code
- Trans Inclusion Protocol

Skate Canada Policies for Skate Canada employees, directors, and officers in addition to the policies / codes noted above for individuals:

- Code of Conduct Policy
- Employee Privacy Policy
- National Safe Sport Program
- Privacy Policy
- Respectful Workplace Policy, including the program thereunder
- Workplace Accommodation Policy, and the procedure thereunder

Skate Canada Resources

Equity, Diversity, and Inclusion Statement and Resources (Refer to Safe Sport resources at www.skatecanada.ca)

Questions/ Contact Information

For questions, please refer to the CEO



Policy Attributes:

For tracking purposes only. Not to be displayed on the policy.

Policy Owner(s)	Debra Armstrong, CEO
Policy Owner(s) Division / Department	Executive / CEO
Risk Category (if applicable)	Compliance, Strategic, Reputational, People
Policy Origination Date	July 26, 2021
Last Review Date	May 6, 2024
Effective Date	May 6, 2024
Policy Review Frequency	Every three (3) years
Next Review Date	May 6, 2024
Governance Body (key stakeholders for review and approval)	Board CEO for minor edits only in accordance with the Policy Management Policy
Version Number	2.0

Version Control

Revisions to policies follow a whole number version standard. Each time a document is published (signed off and approved), the whole number increments by one number.

Version Number	Approval by and Date	Author	Page/Section	Change Summary
1.0	Board approved July 26, 2021	C Felteau Review of the draft Policy throughout the process included Dr. T Chen (Distinguished professor, University of Manitoba and Skate Canada coach)	All	New – initial origination of this Policy This Policy replaces the Trans Inclusion Policy (origination May 2018; updated July 2019) in its entirety, which will be retired as a policy and form the basis of the Trans Inclusion Protocol
2.0	CEO Approved for minor changes – May 6, 2024	C Felteau EDIA Working group		2024-2025 policy review cadence Minor updates include: Policy Statement and Background/Rationale - Removal of working groups, committees, etc. as approved by the Board April 7, 2022 Wording changes relative to strategic plan 2022-2026. Definitions: minor updates to align to other policies including



				<p>Athlete, Bylaws, discrimination, individual, sexual harassment. EDI definitions based on research/best demonstrated practices – minor edits for clarity and transparency</p> <p>Policy Requirements Guiding Principles – minor wording edits to align to 2022-2026 strategic plan wording</p> <p>Roles / Accountabilities – full responsibility under CEO, as such removed Senior Director, Operations and included under CEO</p> <p>Reporting and Escalation/Exceptions – removed working groups, operating committees, standing committees as per Board approval April 7, 2022</p> <p>Related Documents – updated for currency and broke out what applies to whom based on role/function</p>
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