

## GOAL

The goal of the Toronto Hostels Training Centre is to acknowledge, identify and develop anti-racist anti-oppression values, attitudes, knowledge and practices among staff, Board, guest facilitators, participants and the community.

## PURPOSE

The Anti-Racism and Anti-Oppression Policy provides a list of guidelines to ensure that policies, procedures, practices and programs of the Toronto Hostels Training Centre are consistent with the anti-racism and anti-oppression principles.

## GUIDELINES

The Toronto Hostels Training Centre will implement the Anti-Racism and Anti-Oppression Policy in the following areas:

- A. Human Services
- B. Education and Training
- C. Programs and Services
- D. Community Relations and Public Education

### A. HUMAN SERVICES:

1. All staff, Board, guest facilitators, participants understand and support the Anti-Racism and Anti-Oppression Policy.
2. Recruit staff, Board and guest facilitators who are reflective of diverse racial and cultural communities.
3. Review existing criteria for recruitment, selection and development of Board and guest facilitators to identify systemic barriers.
4. Develop an Employment Equity Policy which will comply with the Ontario Human Rights Code and the Anti-Racism Policy.
5. All staff are recruited, selected, developed, evaluated and promoted in a fair and equitable manner.
6. Application forms, job descriptions and job contracts are free from discriminatory requirements.
7. Advertise as widely as possible, which includes mainstream and multi-cultural media.
8. Advertisements state that an employment equity hiring policy is in place.
9. The Selection Committee include members who demonstrate an understanding of the Anti-Racism and Anti-Oppression Policy and include members from the diverse racial and cultural communities.
10. The Section Committee be knowledgeable in equal opportunity employment practices.
11. The selection criteria include knowledge of and commitment to anti-racism and anti-oppression issues.
12. Conduct regular audits to determine the composition of staff, Board, and guest facilitators.
13. Establish and manage an effective mechanism to appeal discriminatory practices in recruitment, selection, development, evaluation and promotion.

### B. EDUCATION AND TRAINING:

1. Anti-Racism and Anti-Oppression training and education sessions are part of staff and Board training.
2. Equitable access to all on-going professional development which will enable staff and Board to increase their skills and knowledge in anti-racism and anti-oppression issues.
3. Support, encourage and allocate time for staff and Board to pursue and participate in anti-racism and anti-oppression education and training at the Toronto Hostels Training Centre and at other locations.
4. Develop a plan for on-going training sessions in consultation with facilitators in the area of anti-racism and anti-oppression.
5. Demonstrate sensitivity to religious holidays and cultural events when scheduling meetings and training sessions.

### C. PROGRAMS AND SERVICES:

1. When producing, purchasing or accepting resource materials such as flyers, videos, training materials, that these items have positive images of members from diverse racial and cultural communities. Resource materials should not contain offensive material or reinforce stereotypes.
2. Develop training programs that are reflective and responsive to diverse racial and cultural communities.
3. Training programs have anti-racism and anti-oppression components.
4. A mechanism/procedure be set up to address racial and oppression incidents if they occur during the training programs.

5. Ongoing and thorough evaluation of training programs.
6. Demonstrate sensitivity to religious holidays and cultural events in our planning of training programs.
7. Dietary requirements of members from racial and cultural communities are respected.
8. Consult on an on-going basis with members from diverse racial and cultural communities on training programs that meet their needs.
9. Physical environment (i.e. decorations) reflect diverse racial and cultural communities.

#### **D. COMMUNITY RELATIONS AND PUBLIC EDUCATION**

1. Foster strong partnerships with members of diverse racial and cultural communities.
2. Communicate and network with diverse racial and cultural groups and ethno-specific agencies.
3. Promote training programs among diverse racial and cultural communities.
4. Develop and promote equal access to training programs through ongoing evaluation with the members from diverse racial and cultural communities.
5. Assess the visual impact of any displays, signs, pictures, reports, brochures, training calendars etc. to ensure they are culturally sensitive.
6. Establish an on-going partnership with community representatives who share the agency's commitment to the implementation of the Anti-Racism and Anti-Oppression Policy.
7. Advocate for anti-racism and anti-oppression organizational change.

### **IMPLEMENTATION OF THE ANTI-RACISM AND ANTI-OPPRESSION POLICY**

1. The Executive Director and the Board implement the Anti-Racism and Anti-Oppression Policy and act as a resource to the staff, Board, guest facilitators, participants and community.
2. Executive Director and the Board develop action plans with a time frame to incorporate the Anti-Racism and Anti-Oppression Policy in all aspects of the agency.
3. The Executive Director and the Board monitor training programs and provide on-going policy evaluation annually to ensure the Policy is effective.
4. The Executive Director reports annually to the Board on the implementation of the Policy.
5. Implement guidelines and procedures to handle discriminatory or racist incidents and behaviour effectively and appropriately.
6. Support in-service training for all staff, Board, guest facilitators and participants to assist them in identifying, reporting and preventing racial incidents.

### **VIOLATION PROCEDURE**

In the event a Training Centre employee, Board of Director, facilitator, participant, student and/or volunteer violates the Anti-Racism and Anti-Oppression Policy the following will take place:\*

#### **FIRST VIOLATION - A LEARNING MOMENT**

The individual committing the violation will be spoken to by the Executive Director regarding what has taken place and why the behaviour and/or comments were oppressive in nature. Depending upon the situation, the individual's supervisor may be contacted by the Executive Director regarding the violation. Anti-Oppression Training recommended.

#### **SECOND VIOLATION - LETTER OF WARNING**

The individual committing the violation will be given a letter of warning. A copy of the letter will be forwarded to their supervisor by the Executive Director. Further Anti- Oppression Training recommended.

#### **THIRD VIOLATION – TERMINATION**

1. Training Centre staff, Board of Director, student, volunteer - employment terminated
2. Facilitator - contract terminated
3. Participant - immediately asked to leave the premises, given a final letter, suspended from attending further training through the Centre. Final letter forwarded to their supervisor by the Executive Director.

\* Depending upon the situation, the violation order detailed above may not be followed consecutively. All situations and outcomes will be reviewed by the Executive Director, Personnel Committee and Curriculum Committee, Board of Directors.

## APPEAL

A Training Centre employee, Board of Director, facilitator, participant, student and/or volunteer, other than a probationary employee, who believes they have been discharged or suspended without just cause may submit a written grievance under the terms of the grievance procedure (see Personnel Policy Conditions of Employment Section) within ten (10) days of the discharge or suspension for consideration by the Executive Director, Personnel Committee and Curriculum Committee, Board of Directors.

Note: The Toronto Hostels Training Centre is not responsible for individuals not reading and or understanding the Training Centre policies and guidelines, workshop descriptions, registration form etc. Please contact the Training Centre regarding any policy, registration and/or training session inquiries/clarification at [inquiries@thtcentre.com](mailto:inquiries@thtcentre.com) or 416-469-0007.

★ For further information refer to the Toronto Hostels Training Centre Policies and Guidelines and/or the Toronto Hostels Training Centre Anti-Racism and Anti-Oppression and the Workplace Violence and Harassment Policies.

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