



1.1.6 Anti-Black Racism and Anti-Racism

POLICY

CLASS is committed to providing a work environment free of racism and discrimination by identifying, preventing, disrupting and addressing systemic racism in all aspects of CLASS, wherever it may exist. This will be done through actions such as removing and addressing barriers in employment and opportunities, remedying racially inequitable outcomes and power imbalances in the overall work environment and dismantling the structures that sustain these inequities in the delivery of all services provided by the organization. The policy underlies the organization's commitment to understand the histories of systemic racism and discrimination that result in unequal access for people who are racialized.

This policy aims to name racism when it occurs and disrupt the cycle to bring about measurable change to CLASS that will result in a more diverse (at all levels), inclusive, respectful and safe environment for all.

CLASS will ensure that all stakeholders are familiar with the definitions of racism and discrimination and the reporting and investigation procedures. CLASS policy and procedure will be guided by the following legislations in Ontario:

- **Occupational Health and Safety Act;**
- **Ontario Human Rights Code;**
- **Workplace Safety and Insurance Act; and**
- **Criminal Code of Canada.**

The Anti-Black Racism/Anti-Racism Policy has been informed by employee voices through the participation, advocacy efforts and contributions of the Black Workers Initiative Council (BWIC). The BWIC also serve as a support and resource to both CLASS leadership and Black employees at CLASS. The leadership of CLASS is committed to the expenditure of time, attention, authority and resources to the workplace parties to ensure a safe and healthy working environment for all employees and people we provide support to. CLASS will not tolerate any type of racism or discrimination.

PURPOSE

CLASS is committed to establishing an agency wide Anti-Black Racism and Anti-Racism (ABR/AR) strategy that includes an anti-oppression approach to address racial disparities in:

Services and Supports: delivered to Indigenous, Black, and racialized people supported, family, visitors and community partners. The delivery of services and experience of the people supported by CLASS shall be aligned to the ABR/AR policy and strategy.

Employment and Work Environment: By addressing and disrupting systemic racism at CLASS, we will be better positioned to recruit, retain and support racialized employees in the developmental services sector. This will undoubtedly lead to better programming, services, experiences and outcomes for both employees and clients in the South Simcoe area.

Members of the Board of Directors at CLASS are responsible to align ABR/AR Strategy with CLASS Board activities.

SCOPE

This policy:

- Applies to all stakeholders including people supported by CLASS, membership, family, visitors, contractors, community partners engaged with CLASS and the CLASS Team.
- Aligns with and adds to existing policies that promote equity, fairness and inclusion for everyone receiving services and supports and working at CLASS. Policies include Code of Conduct, Violence in the Workplace, Rights, and Providing Goods and Services to People with Disabilities.
- Addresses race-based discrimination or harassment that includes patterns of behaviour, policies and practices, trends, power imbalances, racial inequity (pay, promotions, etc), and/or unequal treatment in the social and work environment toward racialized people at CLASS.

RESPONSIBILITIES

CLASS TEAM

CLASS Team includes all employees, students and volunteers. The CLASS Team is responsible for:

- Complying with relevant policies to create service delivery within the work environment that is free of racism.
- Demonstrating respectful and inclusive behaviours in accordance with the Code of Conduct.
- Never behaving or acting in ways which marginalize, isolate, demean, humiliate, and/or subject a person to microaggressions, hostility, and/or to undermine or make it difficult for a person to access opportunities because of Indigenous, Black and racialized identity. These actions will not be tolerated.
- Completing mandatory ABR/AR education courses as required. The education will be available online (web-based) and in-person (where/when practical) and will be supplemented with print resources and guidance as well. Educational topics will include, but not be limited to:
 - Anti-racism (history and colonialism in Canada)

- Anti-Black racism
- Anti-Indigenous racism
- Anti-oppression
- Human rights
- Microaggression and casual (everyday) racism
- Implicit bias (unconscious, stereotypes, assumption, and the roots of our attitudes)
- Intersections of race and identities
- Allyship in service delivery and employment environment

The executive director is responsible for:

- Ensuring the ongoing viability of all aspect of the ABR/AR strategy
- Reporting to CLASS' Board of Directors on the annual progress of the ABR/AR strategy
- On-going communication and consultation with BWIC and internal equity groups

The chief operations officer, director of human resources and director of financial services are responsible for:

- Approving resources to develop support ABR/AR activities
- Participating or appointing designates and/lead(s) to review the application of the policy and implementation of the ABR/AR strategy
- Sponsoring activities to set benchmarks in consultation with human resources, BWIC and internal equity, diversity and inclusion groups which includes education, surveys, pilots, and special programs to identify and evaluate barriers to achieve racial equity across CLASS.

Program Supervisors and Managers are responsible for:

- Applying CLASS directives, including human resources policies and guidelines, to promote inclusion and improve racial equity
- Ensuring that all CLASS teams complete mandatory ABR/AR education
- Assisting in removing barriers based on race within their teams by:
 - Adhering to non-discriminatory practices during recruitment, hiring, promotion, transfers, education, training and other opportunities
 - Participating on ABR/AR education

Human Resources is responsible for:

- Consulting and collaborating with BWIC to prevent and remove barriers in employment caused by institutional racism
- Ensuring recommendations for any related actions in accordance with this policy, as directed by the director of human resources

Black Workers Initiative Council is responsible for:

- Assisting with benchmarking and evaluation of anti-racism strategies
- Giving input about evidence-based strategies for disrupting racism
- Collaborating with CLASS leadership on creating a safer organization for all members who identify as racialized and provide recommendations for training and staff resources
- Participation in the creation of strategies for increasing diversity in leadership and reducing barriers in opportunities for racialized candidates
- Supporting the formation of other support and advocacy groups within CLASS where needed

Union is responsible for:

- Supporting the ABR/AR policy and the ABR/AR strategy

People we Support, Membership, Families, Contractors and Community Partners Engaged with CLASS:

CLASS will undertake practices to ensure these stakeholders are actively involved in promoting anti-racism and will reduce barriers for racialized people. All stakeholders are encouraged to:

- Understand and support this policy
- Build awareness that allows them to recognize racism in CLASS spaces and report any instances of racism and discrimination
- Voluntarily participate in regular audits to determine composition
- Participate in anti-racism education and advocacy opportunities
- Act in ways that reflect and uphold the values and principles of this policy.

CONFIDENTIALITY

Confidentiality applies to all records relating to the ABR/AR strategy, including the contents of meetings, interview data, and information related to the ABR/AR strategy and engagement process.

All data related to this work may only be collected, used and disclosed at the direction of the executive director and/or the director of human resources. All reports from this work will use de-identified data that will not link racial identity to individuals

If someone reports an incident involving racism at CLASS, information on racial identity will only be requested as necessary to conduct an investigation. Consent and the collection and use of such information will adhere to CLASS' Personal Information Protection policy.

All parties to a complaint are expected to respect the privacy and confidentiality of all other parties involved and to limit the discussion of the complaint to those that need to know.

CLASS and all individuals involved in the complaint process will comply with the CLASS Code of Conduct as well as privacy legislation

RESPONSE PROCEDURES

Reporting and Investigation

- Employees must report all racist and discriminatory-related incidents and the report can be done verbally or in writing to the program supervisor and BWIC, the employee may also choose to only report to BWIC. This report can be made confidentially, with the exception of the steps required to ensure the safety of others and prevention of recurrence. In the event the claim is against the program supervisor, the report can be made to the chief operations officer or the director of human resources. In the event the claim is against an officer or director, the report can be made to the executive director, representative of OPSEU Local 332 or BWIC.
- The program supervisor receiving the report, in consultation with the chief operations officer, director of human resources, executive director, a representative of OPSEU Local 332 and BWIC, investigates the claim and ensures that measures are taken to safeguard employees and curtail the racism or discrimination. No reports of racism or discrimination made in good faith will be the basis of reprisal against the reporting employee unless the report is determined to be false or retaliatory in nature.
- Wherever appropriate and possible, the parties to the complaint will be offered mediation prior to proceeding with an investigation.
- Mediation is voluntary and confidential. It is intended to assist the parties to arrive at a mutually acceptable resolution to the complaint.
- Each party to the complaint has the right to be accompanied and assisted during the mediation sessions by a person of their choosing.
- If mediation is inappropriate or does not resolve the issue, an investigation will be conducted. All investigations will be handled in consultation with an individual who has expertise and experience in what racism and racial discrimination look like in the workplace, and in some cases, an external consultant may be engaged for this purpose.
- An investigation is conducted that is appropriate in the circumstances and careful consideration is given to the privacy rights of those involved in the investigation. The person conducting the investigation may have to interview people in order to get at the facts, but where possible will try to protect the identity of those involved. Information will be kept confidential and only be disclosed on a need-to-know basis.
- The investigator will interview the person who made the complaint, the person the complaint was made against and any witnesses that have been identified. All people who are interviewed will have the right to review their statement, as recorded by the investigator, to ensure its accuracy.
- The investigator will prepare a report that will include:
 - A description of the allegations;
 - The response of the person the complaint was made against;
 - A summary of information learned from witnesses (if applicable); and

- A decision about whether, on a balance of probabilities, racism or discrimination did occur.
- The investigator will submit the report to both parties of the complaint, the executive director, director of human resources, the chief operations officer and other parties where authorized, such as a representative from OPSEU Local 332 and/or BWIC.

Substantiated Complaint

- If a complaint is substantiated, the executive director, director of human resources and the chief operations officer will decide what action is appropriate.
- Remedies for the employee who experienced racism or discrimination may include an oral or written apology, transfer to another work location, or compensation for lost wages.
- Corrective action for the employee found to have engaged in racism or discrimination may include a warning, suspension, transfer or dismissal.
- Both parties to the complaint will be advised, in writing, of the decision.

Other Redress

- An employee, who is not satisfied with the outcome of the complaint process and believes their concerns have not been reasonably addressed, may discuss this with a representative from OPSEU Local 332 to proceed with the grievance procedure. In the event the employee believes there is racism or discrimination at the Union level, they may file a complaint directly with the Ontario Human Rights Commission.

Supports for Employees Affected by Racism or Discrimination

Management, OPSEU and BWIC will respond promptly, assess the situation and ensure that relevant interventions are followed:

- Facilitation of medical attention if required.
- Debriefing.
- Referrals to community resources.
- Information about the Employee Assistance Program.
- Completion of incident reports for WSIB, Ministry of Labour, Ministry of Children, Community and Social Services, etc.
- Reporting to police as required.

DEFINITIONS

Anti-Black racism: The policies and practices rooted in Canadian institutions, such as education, healthcare, and justice, which mirror and reenforce beliefs, attitudes, prejudice, stereotyping, and/or discrimination towards people of African, Black, and Caribbean descent.

Anti-Indigenous racism: The ongoing race-based discrimination, negative stereotyping, and injustice experienced by Indigenous peoples within Canada. It includes ideas and practices that establish, maintain, and perpetuate power imbalances, systemic barriers, and inequitable outcomes that stem from the legacy of colonial policies and practices in Canada.

Anti-oppression: An anti-oppression approach recognizes the power imbalance within society that attributes benefits to some groups and excludes others. This approach seeks to develop strategies to create an environment free from oppression, racism, and other forms of discrimination. It acknowledges the intersections of identity and diversity including race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex (including pregnancy), sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, and disability, and aims to promote equity between the various identities.

Anti-racism: An anti-racism approach is a systemic method of analysis and a proactive course of action. The approach recognizes the existence of racism, including systemic racism, and actively seeks to identify, prevent, reduce, and remove the racial inequitable outcomes and power imbalances between groups and the structures that sustain these inequities.

Benchmark: A point of reference, or standard, against which things can be compared, assessed, or measured.

Black People: People with African ancestry and who are racialized as Black, regardless of their cultural identity or where they were born (such as, but not limited to, Africa, Canada, Caribbean, South America).

De-identified: When used in the context of personal information, any information that could be used to identify a specific individual, alone or combined with other information, is removed.

Disability:

- 1) Any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impairment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device.
- 2) A condition of mental impairment or a developmental disability
- 3) A learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language
- 4) A mental disorder, or
- 5) An injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

Disaggregated race data: Reported numbers are grouped by specific racial group rather than grouping all racialized people together. Specific racial groups could include Black, South Asian, east Asian, Latinx, Middle Eastern or any combination of these.

Discrimination: The denial of equal treatment, civil liberties, and opportunity to individuals or groups with respect to education, accommodation, healthcare, employment, and access to services, goods, and facilities. Behaviour that results from prejudiced attitudes by individuals or institutions, resulting in unequal outcomes for persons who are perceived as different. Differential treatment that may occur on the basis of race, nationality, gender, age, religion, political or ethical affiliation, sexual orientation, marital or family status, physical, developmental or mental disability. Includes the denial of cultural, economic, educational, political and/or social rights of members of non-dominant groups.

Disparities: The lack of equality or similarity, especially in a way that is not fair.

Diversity: The range of visible and invisible qualities, experiences, and identities that shape who we are, how we think, how we engage with and how we are perceived by the world. These can be along the dimensions of race, ethnicity, gender, sexual orientation, socio-economic status, age, physical or mental abilities, religious or spiritual beliefs, or political ideologies. They can also include differences such as personality, style, capabilities, and thought or perspectives.

Emergency: An unforeseen combination of circumstances or the resulting state that calls for immediate action and an urgent need for assistance or relief.

Inclusion: Inclusion recognizes, welcomes, and makes space for diversity. An inclusive CLASS capitalizes on the diversity of thought, experiences, skills, and talents of all CLASS employees.

Indicator: A measure of progress made towards a desired outcome. For example, the extent to which a program, overall or a particular activity, achieves its desired objectives and targets. It often takes more than one indicator to adequately capture progress against targets and objectives.

Indigenous people: Indigenous people identify as being descended from the Original Peoples of what is currently known as Canada. In this context, Indigenous peoples include many who may identify as First Nations (status and non-status), Metis, and/or Inuit and any related identities.

Intersectionality: A framework that acknowledges the ways in which people's lives are shaped by their multiple and overlapping identities and social locations, which, together, can produce a unique and distinct experience for that individual or group, such as by creating additional barriers or opportunities. In the context of race, this means recognizing the ways in which people's experiences of racism or privilege, including within any one racialized group, any differ and vary depending on the individual's or group's overlapping (or intersecting) social identities, such as ethnicity, Indigenous identification, experiences with colonialism, religion, gender, citizenship, socio-economic status or sexual orientation.

Latinx: A gender-neutral term or non-binary alternative to “Latino” or “Latina” that refers to a person of Latin American origin or decent.

Microaggression: Brief and common daily verbal, behavioural or environmental indignities, comment or action that subtly and often intentionally or unintentionally expresses a hostile, derogatory or negative slights and insults toward a member of a marginalized group (such as Indigenous, Black and racialized people, LGBTQ2S+, disability) also referred to as casual and everyday racism.

Pilot: A small-scale initiative or program, also called a feasibility study or trail, which helps an organization learn how a large-scale project might work in practice.

Power: Access to privileges such as information, knowledge, connections, experience and expertise, resources and decision-making that enhance a person’s chances of getting what they need to live a comfortable, safe, productive and profitable life.

Primacy: The means that if there is a conflict between the Human Rights Code and other provincial laws, one must comply with the Code first, unless there is a specific exemption.

Privilege: Unearned power, benefits, advantages, access and opportunities that exist for members of the dominant group(s) in society. Can also refer to the relative privilege of one group compared to another.

Prohibited grounds: The Code prohibits discrimination and harassment based on age, ancestry, citizenship, colour, creed (religion), disability, ethnic origin, family status, gender expression, gender identity, place of origin, marital status, race, sex, sexual orientation, record of offences and receipt of public assistance. Depending on the circumstances, a human rights complaint of discrimination based on race may cite race alone or may include one or more related ground(s).

Race: A term used to classify people into groups based principally on physical traits (phenotype) such as skin colour or other apparent differences perceived as “inherent” or “unchanging”. For example, a social group’s culture or religion may sometimes be treated as unchanging and inherent. Racial categories are not based on science or biology but on differences that society has created (i.e. “socially constructed”) with significant consequences for people’s lives. Racial categories may vary over time and place and can overlap with ethnic, cultural or religious groupings.

Racial Equity: The systemic fair treatment of all people resulting in equitable opportunities and outcomes for everyone. It contrasts with formal equality where people are treated the same without regard for racial differences. Racial equity is a process (such as meaningfully engaging with Black, Indigenous and people of colour regarding policies, directives, practices and procedures that affect them) and on outcome (such as equitable representation of Black, Indigenous and people of colour at all levels of the organization).

Racial profiling: Any action that relies on stereotypes about race, colour, ethnicity, ancestry, religion or place or origin, or a combination of these, rather than on a reasonable suspicion to single out a person for greater scrutiny or different treatment.

Racialization: The process by which societies construct races as real, different and unequal in ways that matter and affect economic, political and social life.

Racialized people: Non-white people who may have racial meanings attributed to them as a group in ways that negatively impact their work and social life. This includes but is not necessarily limited to people classified as “visible minority” under the Canadian census and may include people impacted by antisemitism and Islamophobia.

Re-identification: Any process that re-establishes the link between de-identified information and an identifiable individual.

Service equity: Promotes health, safety and independence for everyone by adapting services and policy to eliminate discrimination and disparities in the delivery of services.

Special programs: the implementation of a special program designed to relieve hardship or economic disadvantage or to assist disadvantaged persons or groups to achieve or attempt to achieve equal opportunity or that is likely to contribute to the elimination of the infringement of rights such as race under this policy.

Structural racism: A system in which public policies, institutional practices, cultural representations and other norms work in ways to reinforce and perpetuate racial group inequality. It identifies dimensions of our history and culture that have allowed white privilege and disadvantages associated with “colour” to endure and adapt over time. Structural racism is not something that a few people or institutions choose to practice; instead, it has been a feature of the social, economic and political systems in which we all exist.

Survey: The investigation of the opinions or experience of a group of people by asking questions.

Systemic anti-Indigenous racism: Is evident in discriminatory federal policies such as the Indian Act and the residential school system. It is also manifest in the overrepresentation of Indigenous peoples in provincial criminal justice and child welfare systems as well as inequitable outcomes in education, well-being and health. Individual lived experiences of anti-Indigenous racism can be seen in the rise in acts of hostility and violence directed at Indigenous people.

Systemic racism: 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.

Target: A quantified goal or objective that is focused on an outcome.

Targeted universalism: A principle that recognizes everyone benefits from targeted removal of systemic barriers faced by disadvantaged communities. Reducing barriers and disparities leads to improved environments for everyone.

Trend analysis: The collection, analysis and review of information to identify patterns of racial inequity.

References

1. Anti-racism Directorate: <https://www.ontario.ca/document/data-standards-identification-and-monitoring-systemic-racism>
2. Black Health Alliance: <https://blackhealthalliance.ca/>
3. Canadian Human Rights Commission: <https://www.chrc-ccdp.gc.ca/en>
4. Ontario Black History Society: <https://blackhistorysociety.ca/>
5. Ontario Human Rights Commission: <http://www.ohrc.on.ca/en>

Appendix

General Principles

The ABR/AR policy and ABR/AR Strategy are:

- **Proactive** and take steps to identify, prevent and remove racial disparities (inequalities)
- **Intersectional**, recognizing that racism is experienced differently by individuals and within racialized groups because of diversity and the prohibited grounds under the Code, including ancestry, place or origin, colour, ethnic origin, citizenship, creed, religion, sex (e.g. pregnancy) sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status, disability and language.
- **Person-directed and committed to target universalism**, as the lived experiences and perspectives of people most negatively affected by racism inform and direct the ABR/AR policy and ABR/AR strategy. The ABR/AR policy and the ABR/AR strategy acknowledges that the experiences and perspectives of Indigenous, Black and racialized people are real and valid and an active approach will be taken to build authentic bridges to remove barriers to support and employment. The framework works to implement socially just changes at the systems level, and to centre the voices and experiences of all people. Targeted universalism commits to prioritize addressing concerns when attempting to address social inequity to benefit everyone.
- **Inclusive**, incorporating culturally and linguistically appropriate standards in engagement, initiatives, processes and strategies that are transparent, person-centered and integrates anti-oppression strategies.
- **Comprehensive**, requiring that a racial equity lens is applied at all times to prevent and remove institutional racism. This includes during emergencies and situations such as states of emergency and pandemic planning that require quick action and rapid implementation.

- **Confidential**, ensuring that all documentation related to ABR/AR policy and ABR/AR strategy belongs to CLASS and will only be shared with other parties in accordance with privacy requirements or as required by law.

Note: This policy appears in both the Personnel Policies and Service Delivery Policies.

Internal Use – To Be Completed By Community Living Association For South Simcoe		
Current Date	Review/Amendment/Comments	Approved/Date
October 11, 2022	Reviewed by CLASS Board of Directors	October 11, 2022