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## Extend-A-Family Waterloo Region

### HIRING POLICY FOR STAFF AND SALARIED CONTRACT WORKERS

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Extend-A-Family Association Waterloo Region is committed to maintaining a diverse workforce, reflective of the community we serve. Every person has a right to equal employment opportunities without discrimination because of race, religion, social class, gender, sexual orientation, ethnicity, age, marital status or disability.

It is the intent of EAFWR to fill job vacancies with the most qualified candidates who best reflect the philosophy and goals of the organization and have the skills to implement them. This hiring policy is intended to act as a positive force for employment equity, the inclusion and respect for the rights of all persons and to address the needs of minority groups within the organization's service community.

Current staff will be made aware of and encouraged to apply for any upcoming internal vacancies.

Positions to be filled will be advertised internally and externally (if applicable) at various locations and with media (websites, cultural centres) likely to attract candidates reflective of the community we serve.

#### Criteria For Hiring:

1. The candidate will be qualified to perform the duties required for the position through skills, education and/or experience and be able to understand and commit to the mission and guiding principles of the organization; Preference will be given to internal candidates where all else is equal.
2. The candidate must successfully complete the EAFWR interview and screening process;
3. If a candidate is related through family ties or marriage to any current employee this must be declared at the application/pre-screen stage and EAFWR's "Policy on the Hiring of Relatives" shall be consulted to ensure the hiring of such candidate does not create a potential or actual conflict of interest.