Rules of Engagement

Employment Equity Act Modernization Engagement Sessions

Thank you for participating in the Employment Equity Act Modernization Engagement sessions with the Office of the Chief Human Resources Officer (OCHRO). Your perspectives are important to Employment and Social Development Canada (ESDC) Labour Program’s work in modernizing the *Employment Equity Act*.

All attendees must follow these rules of engagement to help create a safe space for meaningful, respectful and productive engagement meetings. It outlines the Office of the Chief Human Resources Officer’s expectations for participants’ behavior, and the consequences for unacceptable behavior.

If you do not believe you can adhere to these rules, you may provide your input to this consultation separately. Departments, organizations, groups or individuals are welcome to submit written submissions to the Labour Program by **July 31, 2024, by email to** [**EDSC.LEE-EEA.ESDC@labour-travail.gc.ca.**](https://wiki.gccollab.ca/index.php?title=EDSC.LEE-EEA.ESDC@labour-travail.gc.ca.&action=edit&redlink=1)

# Expected behaviour

* Uphold the values and ethics of the public service, including respect for people and democracy.
	+ Use inclusive and respectful language, following the basic civility principles and guidelines in the [Values and Ethics Code for the Public Sector.](https://www.tbs-sct.gc.ca/pol/doc-eng.aspx?id=25049)
	+ To support engagement, participants are asked to provide their points of view and feedback on the material in a respectful manner. Debating the merits of others’ feedback is not part of this process.
	+ Participants may share aspects of their lived experience or identity during the session. Please ensure all personal information disclosed remains confidential, including after the sessions are completed.
* Please be mindful of allowing other participants the opportunity to provide feedback within the time allotted. Sessions are meant to gather a broad and diverse set of voices and are open to all registered employees. Moderators are expected to deliberately manage time and ensure equitable opportunities for feedback.

# Unacceptable behaviour

Unacceptable behavior includes, but is not limited to:

* Intimidating, harassing, abusive, discriminatory, derogatory, offensive, or demeaning language, materials or conduct by anyone.
* Behaviors that interfere with the engagement session or other individuals’ participation in the event.

## Identifying unacceptable behavior

If you are subject to unacceptable behavior, or if you notice that someone else is being subjected to unacceptable behavior, please notify the facilitator or engagement coordinators as soon as possible. They will be identified to you in the session. Any reporting that occurs after the session will remain confidential.

# Consequences of unacceptable behavior

* Anyone asked to stop unacceptable behavior by the facilitator or engagement coordinators is expected to comply immediately.
* If a participant engages in unacceptable behavior, the engagement coordinators or facilitators may take actions they deem appropriate, which could include:
	+ Verbal warning that identifies that a behaviour has the potential to breach these rules of engagement.
	+ A prompt for the participant to consider taking actions to de-escalate their behaviour, such as taking a pause from the engagement session and returning once they have re-affirmed their intent to participate while in compliance with established rules of engagement.
	+ A request to stop the behaviour.
	+ Removal from the session.
	+ Escalation with participant’s supervisor.
	+ Potential initiation of disciplinary process.

**OCHRO’s approach to enforcing this Code of Conduct:**

* We recognize it can be difficult to be fully aware of all language that can be considered offensive. Facilitators will aim to “call-in” awareness when accidents happen and use our best judgement to take appropriate action for the safety of all participants.
* Facilitators will give a participant a warning before further actions are taken, such as removing a participant from the session.
* If you are removed from the session, an engagement coordinator will follow-up in writing to explain why you were removed and provide instructions for contributing to the consultation in an alternative way.
* If you have a question or complaint about how any situation is handled, you can contact the engagement coordination team at CDI@tbs-sct.gc.ca.