



Policy: 1.9.5 Equity Policy
Sub-section: General Policies
Date of Last Renewal: Sept 1997, July 2001, Feb 2005, May 2012, July 2019
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The Canadian Paralympic Committee (CPC) aspires to cultivate a sport system, and a broader Paralympic Movement, in which every person can participate, contribute, and lead with dignity, autonomy, and full inclusion.

Guided by the lived experiences of Paralympic athletes and the diversity of communities we serve, the CPC is committed to removing barriers, addressing systemic inequities, and fostering environments where people of all identities, backgrounds, and abilities can thrive.

Our commitment includes recognizing and respecting the full spectrum of disabilities, including but not limited to physical, sensory, intellectual, developmental, neurological, mental health-related, chronic illness-related, episodic, and non-visible disabilities.

Through intentional action, continuous learning, and accountability, the CPC strives to model equitable practices across the Canadian sport system and within the global Paralympic community.

POLICY:

1. The purpose of this Policy is to achieve equity in the administration, policies, programs and activities of the CPC.

The CPC is committed to the principles of equity, where equity is defined as the belief and practice of fair and just treatment of all individuals regardless of age, ancestry, citizenship, color, religion, disability, ethnic origin, gender expression, gender identity, marital/family status, place of origin, political opinion, race, receipt of public assistance, , record of offenses, sex, or sexual orientation.

2. CPC has as its mandate to promote the Paralympic Movement to the fullest by providing professional management of Canada's Paralympic Teams and by assuming a leadership role in the sport community both domestically and internationally. In fulfilling this mandate, the CPC incorporates the principles of equity in all its activities.



3. CPC's Equity Policy applies to all aspects of the CPC including, but not limited to, employment, operations, services and programs of the CPC.
4. CPC provides opportunities to individuals within its activities and programs on the basis of their skills, knowledge and abilities. The CPC ensures individuals are neither disadvantaged nor denied access on the basis of a prohibited ground pursuant to human rights legislation.
5. CPC includes equity principals and practices as part of its Team Selection process. The CPC establishes selection criteria and standards that are fair and just to all.
6. The CPC assesses its current policies and procedures for their impact on equity and amend such policies and procedures where necessary to reflect the principles of equity adopted by the CPC.

PROCEDURES:

As part of its commitment to the use of equitable practices CPC will review the following checklist during all its operational functions:

1. adopt, where possible, flexible and inclusive work practices such as flex-time, remote work, and accommodations for diverse personal and caregiving responsibilities;
2. ensure a non-smoking environment;
3. ensure a scent free environment;
4. enforce its Discrimination or Harassment Policy;
5. including consistent use of English and French in line with the Official Languages Policy
6. visually depict all gender identities and persons with disabilities represented by the CPC membership on all official communication, correspondence and other written and graphic materials, whenever possible;
7. use equitable and inclusive recruitment practices, including non-discriminatory interview techniques and diverse candidate pools;
8. adopt a pay scale reflecting equal pay for work of equal value for its employees; and
9. where appropriate, makes available access to employee assistance counselling.

RENEWAL AND REVISION

This policy will be reviewed and updated every five years. It may be updated sooner if significant changes in the law, government policy or regulatory requirements, or organizational needs arise.



APPENDIX "A"

CASE MANAGER POSITION DESCRIPTION



Purpose

1. In this policy, the CPC requires the appointment of a Case Manager. This position description outlines the role, identity, responsibilities and tasks of the Case Manager.

Identity

2. The Case Manager, appointed by the CPC at their sole discretion, should be experienced with the management of disputes in an unbiased manner. The individual shall not be connected in any way to the issue being disputed.

3. The Case Manager's identity does not need to be approved by any of the parties involved in the dispute, excluding the CPC.

Discretion – Appeals (Appeals Policy)

4. When an appeal is filed, the Case Manager is required to:

- a) Propose the use of the CPC's Alternative Dispute Resolution Policy;
- b) Determine if the appeal falls under the scope of the Appeal Policy;
- c) Determine if the appeal was submitted in a timely manner;
- d) Decide whether there are any grounds for the appeal;
- e) Appoint the Appeals Panel, if necessary;
- f) Coordinate all administrative aspects and set timelines in conjunction with the Appeals Panel;



g) Provide administrative assistance and logistical support to the Appeals Panel as required; and

h) Provide any other service or support that may be necessary to ensure a fair and timely proceeding.

5. When determining if there are identified grounds for appeal, the Case Manager is not acting as the Panel and determining the merits of the appeal, but instead determining whether the Appellant has properly shown that an error, as described in the Appeal Policy, has been alleged. The Case Manager shall carefully consult CPC's policies and procedures, and analyze the process that contributed to the decision, to determine whether there are appropriate grounds.

Discretion – Alternative Dispute Resolution

6. When the parties agree to the jurisdiction of the Alternative Dispute Resolution Policy, the Case Manager may be required to:

- a) Appoint the mediator or facilitator;
- b) Coordinate all administrative aspects and set timelines; and
- c) Provide administrative assistance and logistical support to the mediator or facilitator as required

Hearing Format – Discretion

7. If necessary, the Case Manager, in conjunction with the Appeals Panel, as appropriate, is required to exercise their discretion to determine the format of the hearing. Hearings typically take the following forms:

- a) Conference call;



- b) In-person hearing;
- c) Written submissions; or
- d) A combination of s. 9(a), 9(b) and 9(c).

8. In determining the format of the hearing, the Case Manager should consider:

- a) The animosity between the parties;
- b) The time commitment of the Panel;
- c) The timelines for a decision;
- d) The language barriers between the parties;
- e) The gravity of the complaint/appeal;
- f) The complexity of the issues involved;
- g) The amount of documentary evidence;
- h) Whether one or both parties are represented by legal counsel;
- i) The existence of written arguments provided in advance;
- j) Whether credibility findings must be made; or
- k) Accommodations required due to a Party's disability.

Panel Appointment

9. The Case Manager is required to appoint members of the Appeals Panel. The panel members are more important to the resolution of the dispute than the Case Manager and should have the following characteristics:

- a) Experience in dispute resolution;
- b) Experience with sport disputes;
- c) No connection to either party;
- d) Decisiveness;
- e) Fluent in the language in which the appeal is being argued; and
- f) Available to make a decision on the appeal within the timeframes set under this policy.



10. The Case Manager and each member of an Appeals Panel shall receive an honorarium.