

Cabin Radio Hiring Policy

OUR COMMITMENT

Cabin Radio maintains an inclusive workplace that respects the dignity of every individual. We are committed to ensuring no barrier to equity, diversity, inclusiveness, and accessibility exists in our hiring practices.

This policy applies to all employees including full-time, part-time, temporary and casual employees, interns, and volunteers (collectively, “**Workers**”), as well as individuals who apply for employment with Cabin Radio, while in the workplace, on Cabin Radio's premises, or during Cabin Radio-related work and social functions.

OBJECTIVES OF THIS POLICY

The main objectives of this policy are:

1. To establish hiring practices that are equitable, fair, open, and transparent;
2. To provide for accommodations in hiring practices and in the workplace; and
3. To promote employment equity in the workplace.

Equity

Cabin Radio extends equal opportunity for employment to all candidates without regard to race, sex (including pregnancy), colour, gender, gender identity, gender expression, age, national or ethnic origin or ancestry, religion, marital status, family status, disability and sexual orientation.

All Workers are provided an equitable opportunity to develop their abilities, realize their expectations, and make the best contribution possible to the workplace.

Fairness

All employment selections, appointments, and promotions are to be based on considerations of merit and the ability to perform effectively in a position.

Selection criteria are objective and non-discriminatory, focusing on each candidate’s ability to perform essential job duties. All candidates are treated in a fair and consistent manner, with no special privilege or consideration to any specific group or individual. Accommodations are provided in accordance with the human rights and employment legislation of the Northwest Territories and Canada.

Consideration will be given to candidates from northern communities who have not had the opportunity to acquire professional qualifications or certifications that might otherwise be sought for certain skilled positions.

Openness and transparency

For all open positions, Cabin Radio will create job postings that describe the position. All job openings will be posted concurrently internally and externally (on websites appropriate for the position being filled, alongside Cabin Radio's own website). Jobs will remain posted until the position is filled.

Current employees with a satisfactory employment status may apply for internal job openings. All applicants for a posted vacancy will be considered based on their qualifications and ability to perform the job successfully.

Interviews will be led by a line manager using a structured interview process.

Accommodations

Cabin Radio will accommodate the accessibility needs of all candidates who require assistance in order to attend an interview in person or by phone. The candidate is responsible for identifying and explaining their in a timely fashion so that preparations may be made. Each person's needs are unique and will be considered individually.

Hiring decisions

The decision-making process is uniform, consistent, transparent, fair, unbiased, comprehensive, and objective. Only information about job qualifications and job requirements is considered when making hiring decisions. Once a hiring decision is made, the hiring manager will document non-discriminatory reasons for hiring or not hiring each candidate. Written records from all interviews and each entire job competition are kept for a minimum of six months.

After a hiring decision has been made, an offer will be made contingent on the satisfactory completion of required background and reference checks. Background checks may vary depending on the position and may include criminal history, driving record, or any other information relevant to the job.

Once all required background and reference checks are complete, successful candidates will be provided with a final job offer.

For more information regarding this policy, please contact the General Manager.