



Recruitment and Selection Policy

The London Transit Commission ("LTC") commits to ensuring that all matters related to Recruitment and Selection are carried out in a fair and unbiased manner, and all applicants will have an equal opportunity for employment in compliance with legislative provisions, including the Ontario Human Rights Code, AODA, ESA, OHSA, Collective Agreement, where applicable, etc.

The policy applies to individuals (internal and external to LTC), including LTC employees applying for positions within the LTC and employees involved in LTC's Recruitment and Selection process.

As an employer, LTC commits to workplace diversity and inclusion. Having a variety of people in our workplace helps our organization be more flexible, creative, and responsive. It also allows LTC to provide better service to our diverse community. LTC commits to building a supportive and diverse workplace representative of our community.

LTC recognizes that every applicant has a right to equal treatment with respect to recruitment and employment without discrimination or harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

LTC commits to maintaining accessible hiring and recruitment practices, including providing reasonable accommodations for people with disabilities throughout the hiring process.

LTC ensures that requisite qualifications, skills, and abilities are based on a position's bona fide occupational requirements/qualifications, as outlined in LTC's position description forms (PDFs).

Applicants having close relatives already employed by LTC will not be excluded from consideration for employment within LTC. It is the policy of the Commission that an applicant's (both internal and external) family relationship to an employee(s) shall not be a factor in any selection decisions, except in cases where the Selection would create a reporting relationship between an employee(s) and the applicant. If it comes to the attention of the individual(s) assigned to make the selection decision in filling a position that the appointment of an applicant would create a reporting relationship where a family relationship exists, a recommendation for the Selection will be made to the General Manager who will make the final determination. Prospective new hires or candidates for transfer or promotion must declare during the Recruitment and Selection process any family relationships with individuals who directly or indirectly supervise or manage the position being applied to.

Existing employees must declare and not participate in or influence any part of the Recruitment and Selection process where another family member is an internal or external applicant for a position.

LTC's Recruitment and Selection teams and/or hiring departments will ensure confidentiality throughout the process.

LTC's hiring practices and decision-making will be centred on transparency, integrity, and equal opportunity and free from undue influence. Human Resources is involved in all aspects of Recruitment and Selection to ensure compliance with respective policies and procedures for the benefit of the hiring department and the candidate (whether internal or external to LTC).

This Recruitment and Selection Policy aims to ensure a timely, equitable, and effective employee Recruitment and Selection process that complies with relevant employment legislation. Where applicable, the Recruitment and Selection process must be transparent, impartial, and applied consistently. LTC will ensure that all publicly advertised job postings and recruitment practices comply with the Employment Standards Act, including requirements related to salary range disclosure, the use of artificial intelligence in hiring, prohibition of Canadian experience requirements (unless permitted by law), and recruitment record retention obligations.