



Employment Equity

Introduction

As an employer Sun Life Financial (SLF) is committed to ensuring fair and equitable employment practices and an inclusive work environment for all Employees. This commitment to employment equity is fundamental to realizing our vision of being a leading employer in Canada, providing innovative customer experiences in support of Client for Life and having a high performing organization.

Employment Equity supports our business vision in the following ways:

- Equitable employment practices and an inclusive environment enable us to attract and retain quality Employees of all backgrounds.
- Equitable practices and an inclusive environment enable all Employees to grow and develop and contribute their best, thus enhancing organizational performance.
- A diverse workforce, representative of the communities in which we recruit and do business, improves our ability to understand and meet the needs of diverse customers and business partners.
- Drawing on the skills of all segments of the population enhances innovation, thus giving Sun Life a business advantage.

Underlying Principles

In implementing employment equity, we will strive to ensure that:

- There is no discrimination in any aspect of employment based on age, sex, sexual orientation, gender, gender identity, race, colour, ancestry, ethnic or national origin, place of origin, citizenship, religion or creed, marital status, family status, pregnancy, disability, record of offenses, social condition or origin, political beliefs, association or activity, or other prohibited grounds pursuant to applicable human rights legislation.
- We accommodate Employee needs, based on factors such as disability, religion, pregnancy or age and family status where feasible in a way that respects Employee privacy, dignity and autonomy.
- We maintain, monitor and update an Employment Equity Plan that complies with the requirements of the Federal Contractors Program including: measures to eliminate employment barriers to the federally-designated employment equity groups (women, visible minorities, people with disabilities and aboriginal people); positive measures to achieve a diverse workforce, representative of the designated groups and the larger community; and, accommodation measures to meet human rights requirements. Experience shows that many of these measures are beneficial to the workforce as a whole.

Implementation

Employment equity is a collective responsibility; everyone has a role to play in making our commitment a reality. Specifically:

- Senior leaders are the chief role models of support for employment equity; approve and monitor implementation of the Employment Equity Plan; and, hold themselves and other leaders accountable for implementation and results.
- Leaders are role models of support for employment equity; communicate their own and the company's commitment to employment equity; pursue fair and non-discriminatory practices and implement the company's employment equity initiatives in their area of responsibility; hold their Employees accountable for acting in support of employment equity; bring forward ideas for action and surface any concerns that need to be addressed.
- Employees treat each other in a fair and non-discriminatory manner, provide feedback on employment equity initiatives and implementation, forward ideas for action and surface any concerns that need to be addressed.
- Human Resources provides issue leadership and coordination for employment equity planning and initiatives; provides expertise and organization-wide consultation regarding employment equity; ensures that human resources policies and systems incorporate employment equity considerations and do not pose barriers to employment equity; monitors implementation and the external environment and recommends changes to the organization-wide Employment Equity Plan to maintain the company's competitive and compliant status; liaises with external stakeholders; and, files required reports with regulators.
- Public and Corporate Affairs in consultation with Human Resources communicates the company's employment equity commitment, plan and results both internally and externally.