

### **1.0 Preamble**

This procedure sets out how the policies in SKG's Policy HR 08 Verification of Indigenous Identity shall be put into effect.

### **2.0 Definitions**

"Candidate" means, as applicable, either (1) an individual who has applied for an employment opportunity at SKG, or (2) a student who may be eligible for an admission, award, bursary, or other benefit from SKG where SKG has limited eligibility to Indigenous students or will give preferential consideration to Indigenous students, or (3) a contractor seeking a contract for services to SKG.

"Director of Human Resources" means the senior executive in SKG responsible for human resources policies and oversight of human resources operations (regardless of the title of that position).

"SKG" means Shingwauk Kinooamaage Gamig.

### **3.0 Documentation of Indigenous identity**

Candidates who wish to claim Indigenous identity must provide documentation in one of ways set out in this section.

#### **3.1 Option 1. Written documentation**

The candidate may provide:

- A certified copy of an Indian status card.
- A certified copy of a Métis Nation citizenship card from one of the four provincial affiliates (Métis Nation of Ontario, Métis Nation Saskatchewan, Métis Nation of Alberta, Métis Nation British Columbia) of the Métis National Council; or a valid membership card from one of the Metis Settlements of Alberta, the Northwest Territory Métis Nation, or the Manitoba Métis Federation.
- A certified copy of an Inuit enrolment card issued by any one of the four Inuit modern treaty bodies—Nunavut, Nunatsiavut, Nunavik, or Inuvialuit.
- Written confirmation of membership/enrolment from a US or Canadian federally recognized band/tribal authority.
- Written confirmation of Métis identity by a Métis local council or education authority within the Métis Nation homeland recognized by the Metis National Council.

### **3.2 Option 2. Candidate self-declaration**

If a candidate does not possess proof of the documentation listed in option 1, they must submit a statement about their existing lived experiences and ongoing relationship to a legally recognized and inherent Indigenous community, Nation, or People. This includes specific information about the First Nation, Inuit, or Métis community such as their treaty, scrip, land claim, and territory or region.

## **4.0 Procedures for verification of Indigenous identity**

### **4.1 Procedure for identification for employment or contractor candidates**

The requirement for candidates to provide information to verify their Indigenous identity (where the candidate chooses to claim Indigenous identity) shall be included in the posting for the position or contract.

The identity verification process shall be conducted concerning short-listed candidates only, prior to the candidate being invited for an interview.

The Director of Human Resources, or an SKG employee designated by the Director of Human Resources, shall collect the information required to verify identity in accordance with this policy and procedure.

The Director of Human Resources or designate shall make the determination on identity verification. SKG may request additional information from the candidate in order to complete its assessment and/or consult with internal or external resources, as appropriate.

The Director of Human Resources or designate shall communicate the determination on identity verification to supervisor responsible for the hiring process.

Documentation related to the identity verification process shall be retained in accordance with document retention procedures for recruitment files and employment files.

### **4.2 Procedure for identification for student candidates**

A student opportunity that is designated for Indigenous students, and in particular Anishinaabe students, shall be posted as a designated opportunity where only Indigenous candidates, and in particular Anishinaabe students, will be given consideration.

A student opportunity where Indigenous students, and in particular Anishinaabe students, shall be given preferential treatment be posted as an opportunity where Indigenous candidates, and in particular Anishinaabe students, will be given preferential consideration.

The Director of Human Resources, or an SKG employee designated by the Director of Human Resources, shall collect the information required to verify identity in accordance with this policy and procedure.

The Director of Human Resources or designate shall make the determination on identity verification. SKG may request additional information from the candidate in order to complete its assessment and/or consult with internal or external resources, as appropriate.

The Director of Human Resources or designate shall communicate the determination on identity verification to the employee responsible for determination of successful candidate(s) for the opportunity.

Documentation related to the identity verification process will be retained in accordance with document retention procedures for comparable student records.

## **5.0 Related Policies, Procedures & Documents**

HR 08 Verification of Indigenous Identity

SKG's policies and procedures may be found [here](#).

## **6.0 Responsible Officer**

Director of Human Resources

## **7.0 Version history**

Approved by: Director of Operations

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Effective Date: March 28, 2023

SKG gratefully acknowledges that this procedure is patterned on the policy of Wilfrid Laurier University.