

Anti-racism, Equity, Diversity, Inclusion and Justice (AEDIJ) Commitments in Recruitment and Selection Approach

At Cooperation Canada, we are committed to advancing anti-racism, equity, diversity, inclusion and justice (AEDIJ) in every aspect of our work, including how we attract, select and welcome new team members. Our recruitment and selection practices reflect our values of care, fairness and transparency.

As a signatory to the [Anti-Racist Cooperation Framework](#) and the [Leaders' Pledge on Preventing Sexual Exploitation and Abuse](#), we actively work to eliminate systemic barriers, build equitable processes and ensure a respectful and inclusive candidate experience.

Fair and Inclusive Processes

We strive to remove bias at every stage of recruitment, from job posting design and outreach to testing and interviews. All hiring panels are diverse, structured and guided by consistent evaluation criteria to ensure decisions are based on merit and alignment with our values.

Artificial Intelligence

At Cooperation Canada, we are committed to fair, transparent and human-centered recruitment and selection practices. We do not use artificial intelligence (AI) in any stage of our recruitment or selection processes currently.

All decisions are made by trained human personnel.

Accessibility and Accommodation

We are committed to providing a barrier-free recruitment process. Candidates are invited to request accommodations at any point in the process and we adapt our methods to meet diverse needs and abilities, such as sending interview questions in advance or providing flexible interview scheduling.

Our application process is designed to be accessible through a Human Resources Information System (HRIS), allowing candidates to submit various forms of skills demonstrations, including portfolio examples or other materials.

Transparent and Respectful Candidate Experience

We value people's time and ensure clear communication throughout the process. Candidates are informed of expectations, timelines and next steps and we compensate shortlisted candidates for their time in written exercises (up to 2 hours) or interviews (up to 3 hours) whenever applicable.

Recruitment is a reciprocal process, allowing candidates to ask questions and assess their own fit.

Role-Related Exercises and Interviews

Selected candidates may participate in role-related exercises to demonstrate relevant skills by completing tasks reflecting the responsibilities of the role.

Structured interviews include a series of questions and follow-up questions, allowing the candidate to draw from lived experience, skills and knowledge relevant to the role in their answers. They also include time for candidates to ask questions.

Reference checks follow the interview stage before final selection and are conducted confidentially. Only references provided by candidates are contacted.

Representation and Belonging

We proactively seek diverse perspectives by encouraging applications from equity-deserving groups, including Indigenous Peoples, racialized persons, persons with disabilities, members of 2SLGBTQIA+ communities and others who are underrepresented in our sector.

Self-identification in the cover letter is encouraged but not required. Our goal is to foster a workplace where every employee feels seen, valued and supported to thrive.

Learning and Accountability

We continuously review our recruitment tools and practices through an AEDIJ lens, engage staff in ongoing learning about bias and inclusive hiring and consult with our staff and partners to ensure fairness and alignment with our organizational commitments.

Our Commitment in Action

Our **2023–2026 AEDIJ Strategy**, specifically its People and Culture pillar, guides our efforts to be a caring employer that fosters a sense of belonging among diverse staff. Every recruitment decision is an opportunity to live this commitment, building a team that reflects the richness of our communities and the values we stand for.

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