



UTP employees are our most important investment

Our goal is to keep our employees happy and healthy. That's why we offer work and life balance programs, career development opportunities, extensive diversity, equity, inclusion and belonging (DEIB) program, benefits that include excellent medical and dental coverage, pension plan and a positive working environment.

Work and life balance

Pursuing a rewarding career while prioritizing family and outside interests is important at UTP. Here are some ways we provide for a balanced lifestyle:

- Flexible work schedule and work location – including offering employees the choice of a remote or hybrid work model (1-2 days/week in the office). Please note that this is role dependent
 - 15 days per year of accrued vacation for full time employees in the first year of employment
 - Vacation carry over option
 - 3 personal days off per year; and other paid time off options – including flexible floater days
 - Summer hours – early dismissal on Friday or the option to take the days off without having to make up the hours
 - Varied social events organized by our employee led Social Committee
 - Online Wellness Classes (Bay location) and monthly Wellness Webinars
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Career development

Creative minds never stop learning. Below are some ways that we provide education assistance and professional development:

- Tuition Reimbursement Program
 - Financial support for job-related professional designations, such as the CPA and other certifications
 - Access to training and development on and off the job, through structured workshops, conferences, online learning platforms and on-the-job coaching and project work
 - Option to create individual Employee Development Plans
 - Internal job movement - a number of our employees have been moved into other roles within the organization through promotion or lateral moves
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Health and retirement benefits

We offer competitive benefits including medical and dental coverage and a pension plan including:

- Competitive medical and dental coverage, extended health care plan, and disability plan
- Coverage for dependents and domestic partners
- Defined pension plan
- Employee family assistance program



Organizational elements

Offering our employees a positive working environment is important to us. At UTP we offer:

- A successful onboarding plan for new employees that includes new hires being paired with a more tenured employee to help them acclimate to their new role (buddy program)
- A Recognition and Appreciation program that offers employees the opportunity to recognize others both informally and formally. We believe that it's important to take the time to let people know that you value and appreciate their efforts. Both programs are tied to the demonstration of our values of: innovation, customer focus, accountability and respect. UTP also participates in a service anniversary program recognizing employees by providing gifts to celebrate milestone anniversaries
- Run an annual Volunteer program and give employees the opportunity to take 2 days off to volunteer in the community
- We conduct annual employee engagement pulse surveys. Our last survey in April 2023, again indicated that employee engagement is very high
- A focus on two-way internal communications for example: CEO led Town Halls, Senior Leadership team members sharing and listening at divisional meetings, team meetings, feedback inbox
- A relaxed and casual office environment; including an informal work dress code when you are in the office
- Access to U of T Bookstore and publishing discounts

Diversity, equity, inclusion, and belonging

As the leading university press in Canada and one of the largest in North America, we acknowledge our role and responsibility in effecting positive change. With this, we seek to continuously improve the diversity and representation of our publications and the clients we represent, as well as within the makeup of our organization. With strong commitment from leadership, we are collectively bringing forward change across the organization, both within our company culture and in our publishing, distribution, and retail endeavours. UTP operates with mutual trust, respect, and integrity as we strive to identify and remove barriers. We are committed to making UTP a great place to work by addressing and challenging systemic inequities. Below are some pieces that we've put in place to support our DEIB journey:

- DEIB team who meet regularly
- We offer an extensive employee DEIB training program
- Run a DEIB Speakers Series
- Employees can participate in and create Employee Resource Groups
- We celebrate Awareness Months and share resources to recognize these
- Offer an Inclusive calendar with statutory holiday substitutions
- We host 'Meet the VPs' and Open House sessions
- We promote transparency and collaboration

Last updated: Oct 2023