



## ***Our People Are Our Priority***

We believe that our employees are our greatest investment. We are committed to creating an inclusive, engaging, and supportive workplace where people can thrive—both professionally and personally. Whether through meaningful work, work-life balance, growth opportunities, or a strong community, we aim to support our employees at every step.

## ***Work-Life Balance***

We understand that a fulfilling life outside of work supports success at work. UTP promotes work-life balance through:

- **Flexible work schedules** and hybrid work options (role-dependent)
- **15 vacation** days per year for full-time employees in the first year, with a carry-over option
- **3 personal** days per year, plus paid time off options including floater days
- **Summer hours** with early Friday dismissal or full days off
- **Year-end social event** led by our employee-run Social Committee
- **Online wellness classes** (Bay location) and monthly wellness webinars
- **Recognition programs** that celebrate excellence, including peer-nominated *Stars of the Month* and *Standing Ovation* awards, as well as the leadership-nominated annual *Defying Gravity* Award
- **Access to Perkopolis**, offering discounts on everyday purchases including travel, entertainment, and retail
- **20% discounted GoodLife Fitness membership** with no enrollment fee, supporting employee health and wellness

## ***Career Development***

Creative minds never stop learning. We encourage ongoing learning and support career growth at every level through:

- Tuition Reimbursement Program
- Financial support for job-related certifications and designations
- Access to structured workshops, online learning platforms, and on-the-job development
- Employee Development Plans tailored to individual growth
- Internal mobility through promotions or lateral moves
- Career Pathing opportunities that outline how employees can grow within UTP

## ***Culture & Values***

**What We Believe In:** Our core values include “Respect”, “Innovation”, “Accountability” and “Customer Focus”. These values are reflected not only in our work but also in the rich diversity of our team. At UTP, inclusion isn’t a goal, it’s embedded in how we work together every day.

**What Sets Us Apart:** Employees are empowered to share their ideas, contribute meaningfully, and feel connected to UTP’s mission. Our culture fosters mutual respect, innovation, and a sense of purpose.

## ***Positive Working Environment***

We take pride in maintaining a workplace where employees feel supported, recognized, and connected:

- Structured onboarding program, including a buddy system for new hires
- Recognition and Appreciation Program that ties formal and informal recognition to our core values
- Service anniversary recognition with milestone gifts



# What UTP Has to Offer\*

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- Two paid days annually for volunteering in the community
- Annual employee engagement pulse surveys with consistently high results
- Transparent, two-way communication through CEO-led Town Halls, divisional meetings, and feedback channels
- Casual, relaxed office environment with informal dress code
- Discounts at the University of Toronto Bookstore and UTP Publishing

## ***Diversity, Equity & Inclusion (DEI)***

As Canada's leading university press and one of the largest in North America, UTP is committed to fostering equity and representation in our workplace and beyond. Our DEI efforts include:

- A cross-functional DEI Team that meets regularly to drive initiatives
- Extensive employee DEI training
- DEI Speaker Series and Book Club
- Opportunities to join or launch Employee Resource Groups
- Celebration of awareness months and recognition of diverse holidays
- Inclusive calendar with statutory holiday substitution options
- Open House sessions and "Meet the VPs" forums
- Strong leadership commitment to inclusion and cultural change

## ***Health & Retirement Benefits***

UTP offers competitive, comprehensive benefits to support employees and their families:

- Medical and dental coverage, extended health care, and disability plan
- Coverage for dependents and domestic partners
- Defined benefit pension plan
- Employee and Family Assistance Program (EFAP)

## ***Why is UTP the right choice?***

UTP is a not-for-profit organization whose mission is to connect ideas for a better world. We contribute meaningfully to academic and public life through our Publishing, Retail, and Distribution divisions. We understand that excellence begins from within, which is why we invest in the growth, well-being, and the engagement of our people.

Here at UTP, you'll find more than just a job—you'll find purpose, flexibility, and a community that supports your success. We are committed to creating an environment where you can thrive both personally and professionally.

Join us and be part of something meaningful. Let's make a difference together.

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*Last updated: April 2025*

*\*While this document is primarily intended for salaried staff, certain elements may be relevant to other employee groups as well.*