The Equity Office
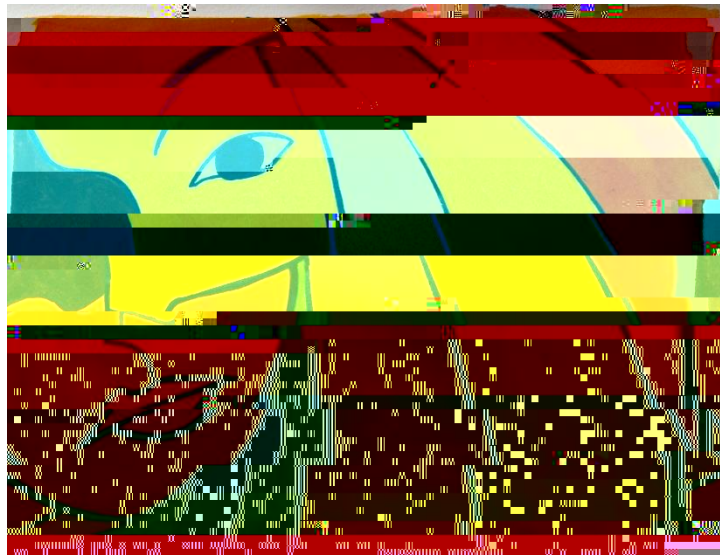
Annual Report

2014

A Year in Review

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June 2015

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Alternative formats of this report are available on request

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Executive Summary

The Equity Office

The mandate of the Equity Office is to work with Officers of the University, the Senate Education Equity Committee and the Council on Employment Equity to ensure that equity is achieved throughout the University in accordance with the Report on Principles and Priorities adopted by the Queen's Senate in 1996. The Office will:

Provide leadership, information and liaison on equity matters throughout the University;

Identify throughout the University those structures, practices and policies which create inequity;

Initiate processes to identify gaps in equity policy and develop and/or facilitate the development of new policies, procedures and programs that remove barriers to equity and ensure greater and equal participation of marginalized groups and individuals in the University;

Identify those individuals and offices with whom particular responsibility for implementing equity rests or should rest;

Take steps necessary to ensure those responsibilities are met and to coordinate University equity resources;

Provide initiative in effecting cultural change throughout the institution so that equity becomes everyone's concern and responsibility.

In addition to the above mandate, the Equity Office is responsible for reporting on the 4 requirements under the Federal Contractors Program (FCP) as well reporting on compliance with the regulations and standards of the Accessibility for Ontarians with Disabilities Act (AODA) regulations and standards, as well as training and data collection mandated by Collective Agreements.

Erin Clow   Special Projects Officer
Erin.clow@queensu.ca - ext. 79576
Erin Clow is the Special Projects Officer for both the Equity and Human Rights Offices and started working in the Offices in November 2014. She is responsible for a variety of research projects within both offices.
degree in Canadian and Indigenous Studies and a Bachelor of Arts Honours degree in Women Studies and Political Studies from Trent University.

Greg Naçu - Application Developer

Section 1: Employment Equity

The Employment Equity Section is separated into three areas:

Communication, Training, and Awareness
Climate and Work Life Cycle
Accountability

Members of the Equity Office are often invited to take an active role on **other Committees** on and off campus, including: The VPOC Policy Advisory Sub-Committee, the Student Life Centre Accessibility Committee, the Council of Ontario Universities AODA Admin Committee, Campus Planning Advisory Committee, Kingston Police Focus Group, Freedom of Information and Protection of Privacy Act Group, the Human Resources Advisory Committee, The Sexual Assault Policy and Protocol Working Group, The Diversity Panel

The Employment Equity Framework will serve the University by; addressing employment equity in priority areas, establishing shared accountability and responsibility for the recruitment and re

Achieving
Employment
Equity at Queen's
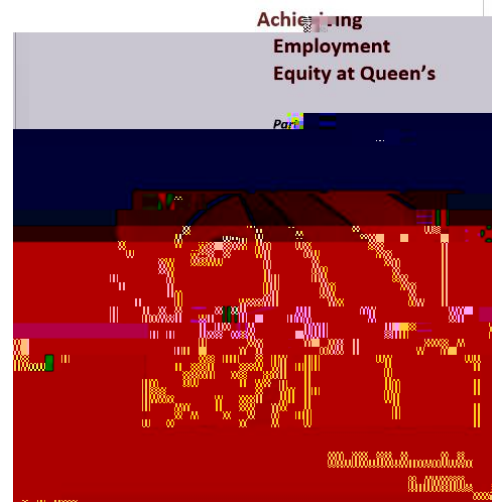
During 2014, the Equity Office released three issues. They can be found at:
http://www.queensu.ca/equity/publications/2014.html

January 2014 (Issue 8)
The key themes of this issue are:

Aboriginal Cultural Safety
Unconscious Bias in the Hiring Process
HR Recruitment Boot Camp

July 2014 (Issue 9)
The key themes of this issue are:

Faith/Religious Accommodation
Disability in the Workplace
Interfaith in the Hospital System

October 2014 (Issue 10)
The key themes of this issue are:

Employment Equity Framework
Diversity and Equity Assessment and Planning (DEAP) Tool
-        ˙k   ˙8   ˙ j

The Equity Office Facebook Group was launched on February 23, 2012 for the purpose of creating an inclusive and informative online forum. During 2014 the Facebook page increased to 244   ¨u   ˙ Facebook page continued to communicate the following topics:

Notification of important dates and community events/initiatives
Workshops, training, and information sessions held by the Equity Office
Campaigns and initiatives run by the Equity Office
Awards and ceremonies

The Equity Office provides a variety of training sessions for faculty, staff and students throughout the

Employment Equity Award: u   j   ·-   ·-   ··   · ·   n annually to recognize and celebrate the achievements of individuals, groups, or organizations that,

Employee Resource Groups: The Equity Office and Human Resources officially launched an employee resource group (ERG) for women on November 14, 2014.

The ERG aims to enhance professional development resources for women and open up channels for them

Accountability

Collecting Workforce Information

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two types of data: self-identification and employment status which is classified by National
Occupational Classification (NOC) · · · j · · · · · · ·
promotion and termination in relation to self-identification. Through the *ICount Queen's Equity Census*,
j ·y · · -identification data on all new employees joining the organization.
Existing employees are able to access and re-submit the survey at any time in order to update their
self-identification information. The data from the *ICount Queen's Equity Census* and PeopleSoft are
combined into an **Equity Data Warehouse** which is accessible only by Equity Office staff for FCP
reporting purposes.

u ˙@\ y Vu˙j ˙- ˙# The Census was administered twelve times in 2014 to a total of 471
new employees. The FCP requires an 80% return rate. The response and return rates were as follows:

Census #	Total Sent	Returned	Not Returned	Return Rate
#47	35	30	5	85.7%
#48	30	25	5	83.3%
#49	20	18	2	90.0%
#50	35	29	6	82.9%
#51	26	20	6	76.9%
#52	37	31	6	83.8%
#53	34	31	3	91.2%
#54	63	58	5	92.1%
#55	37	29	8	78.4%
#56	84	63	21	75.0%
#57	41	34	7	82.9%
#58	29	24	5	82.8%
Total	471	390	81	83.2%

data: self

Equity Data Warehouse (EDW): u ·- ＼ · j @ u o · ·
the Equity Data Warehouse which allows the Equity Office staff to query designated group representation data for any Unit or Department at the University on demand. The Equity Data Warehouse also ensures
j y *I Count Queen's Equity Census* data. In addition, the Equity Data Warehouse facilitates the production of the input files required by Human Resources Skills Development Canada (HRSDC) Workplace Equity Information Management System (WEIMS). The Equity Office continues to work with ITS on the functionality of the Equity Data Warehouse.

Conducting a Workforce Analysis

Analyzing employment equity is more complicated than simply calculating the percentage representation of the four designated groups in the overall workforce of a given organization. It is also necessary to determine where, and to what extent, the designated groups are employed within the organization, their salary ranges and conditions of employment. It is important to detect whether members of designated groups are disproportionately employed in the lower-paying, more secure, in the

The following designated groups are significantly under-   Employment Equity Occupational Groups (EEOGs):

Women in Professionals and Other Sales and Service (Custodians)
Aboriginal peoples in Professionals and Other Sales and Service
Members of visible minorities in Middle and Other Managers, Professionals, Semi-

U   #   j   s University Faculty Association (QUFA) and
j   y   M   the Equity Office is mandated to collect, track and report on equity data as it pertains to faculty applicants.

o   j   y   7   j y 7A) Collective Agreement (CA) states that:

> *The Equity Office shall monitor the progress made in employment equity in the Bargaining Unit and report its findings annually to the Parties. The report of the Equity Office will document the progress made in meeting the goals of Article 24 and Article 9. The JCAA shall review the report of the Equity Office and shall (i) discuss means for improving employment equity, including striking a sub-committee on equity as appropriate, and (ii) report any recommendations for improving employment equity to the Council on Employment Equity and the Senate.*

In order to assist faculties in increasing their compliance and to ensure that the process is initiated at the appropriate time, the Faculty Appointments Database (FAD) has replaced the paper version of the Equity Reporting Forms. Click here: FAD Manual (Word, 5.6MB) for details on how to use the application. The EE Rep will need to begin the process by contacting the Equity Office for initial access to the application.

Once access has been provided, the EE Rep enters the application and starts a competition (Step #1). This includes providing information regarding advertising as well as listing the members of the appointment committee.

Once the competition has been submitted, the Equity Office confirms that all committee members have attended the Appointments/RTPC workshop and that the advertisement statements are included. The competition is then approved and the EE Rep is sent a confidential Equity Data Profile to be used in accordance with the provisions of Article 24 of the QUFA Collective Agreement.

Next, the EE Rep can manage the process which includes an invitation to applicants to self-identify into the
                              Ú   Þ

The Equity Office is also responsible to ensure that units are compliant with the Equity Reporting Process for renewal, tenure, pr

This process is governed by Article 30 and 31 of the Collective Agreement. The procedures used in making such decisions should align with the equity principles articulated in Article 24. That is, committee members must recognize the need to promote equity in the employment of women, visible minorities, Aboriginal peoples, persons with disabilities and persons of any sexual orientation or gender identity. Moreover, the criteria used in evaluating candidates must be periodically reviewed to ensure that they do not systematically discriminate against designated group members or undervalue their work. (Article 30.2.3, 31.2.3).

Employment equity principles guide the Renewal, Tenure, Promotion and Continuing appointments kuh#

Year	Compliance with Equity Reporting Process
2009	77%
2010	98%
2011	99%
2012	95%
2013	86%
2014	92%

Overall, compliance with equity reporting in the RTPC process from 2012 to 2014 was 91.2%. In 2012, 95.3% of all RTPC committees returned the Equity Reporting Forms to the Equity Office. In 2013, this figure decreased to 86.0% but then increased in 2014 to 91.8%. The Equity Office worked throughout 2014 on a new online application for RTPC.

Section 2: Accessibility

The *Ontarians with Disabilities Act, 2001* (ODA) ensures that public organizations incorporate accessibility planning into their operations and facilities and document such actions within an accessibility plan. In 2005, a second piece of legislation, the *Accessibility for Ontarians with Disabilities Act* (AODA) was enacted to further qualify the ODA and serve as a framework for the establishment of accessibility standards in five areas: customer service, information & communications, transportation, employment, and the design of public spaces/built environment. The standards support the principles of the AODA to ensure dignity, integration, independence, and equal opportunity and each has specific timelines for implementation.

Accessibility Framework

Five Working Groups have been put in place comprised of members with direct responsibility and expertise as it pertains to accessibility requirements and identified priorities. Each Group also has a member that self-

the following:

1. [Policy Advisory Working Group](#)
2. [Information and Communications Working Group](#)
3. [Employment Working Group](#)
4. [Built Environment Working Group](#)
5. [Education, Training, and Awareness Working Group](#)

An Accessibility Coordination Team

THE FRAMEWORK

The Equity Office coordinates all five working groups as well as the Accessibility Coordination Team and the Operational Review Committee. The total number of meetings held during 2014 appear below:

Type of Meeting	# of Times Met in 2014	Dates
Policy Advisory Working Group	1	October 24, 2014
Information and Communications Group	5	January 20, 2014 February 11, 2014 May 6, 2014 September 10, 2014 October 20, 2014
Built Environment Group	8	January 15, 2014 March 19, 2014 April 16, 2014 May 21, 2014 July 16, 2014 September 17, 2014 October 15, 2014 December 9, 2014

Accessibility Cafés · · · · · · j · · · · · · · to discuss building an inclusive
· · · · j · ommunity that follows the requirements of the AODA. Each Café has a unique
topic and all participants are encouraged to share their perspectives and generate ideas. How can we
· · · j · · · · · · · · · n even stronger
· · · j · ·

January 8th, 2014: Reimagining the International Symbol of Access   facilitated by Heidi Penning,
Equity Advisor, at Student Life Center

Accessibility Policies / Impact on Accessibility of University Policies

Accessibility Procedures continue to be developed as appropriate.

The Policy Advisory Subcommittee of VPOC continues to take accessibility into account when reviewing all university-wide policies, procedures, and guidelines.

Multi-

Built Environment

j   ibility for accessing, exiting and navigating through and around our facilities. Initiatives to achieve this include the following:

The new Campus Master Plan (CMP) has established a vision and framework to guide how the University will physically change over the next 10 to 15 years. Achieving barrier-free accessibility ensures usability by the broadest possible range of persons. The principles of universal design have been incorporated into space planning where recommended.

The Library and Archives Master Plan (LAMP) project is integrated with the Campus Master Plan. LAMP provides high-   O the principles of universal design have been incorporated into planning where recommended.

AODA Requirements Beyond 2014

The following charts indicate future AODA requirements ˑj ˑy   ˑˑˑˑˑ. As in all other preceding AODA requirements, failure to meet these requirements could lead to a non-compliance designation and could result in financial implications for the University.

Design of Public Spaces

Timeline	Requirement
Jan 1, 2016	1. Newly constructed and redeveloped outdoor public use eating areas shall adhere accessibility 2. Newly constructed and redeveloped exterior pat of travel shall adhere to accessibility requirements 3. Newly constructed and redeveloped off street parking facilities and on street parking spaces shall adhere to accessibility requirements 4. New service counters (inclusive of replacing existing service counters) shall adhere to accessibility requirements 5. Fixed queuing guides shall adhere to accessibility requirements 6. Newly constructed or redeveloped waiting area where the seating is fixed to the floor shall adhere to accessibility requirements 7. Queen's Accessibility Plan shall include procedures for preventative and emergency maintenance of accessible elements in public spaces and procedures for dealing temporary disruptions when required accessible elements are not in working order

Information and Communications

Timeline	Requirement
January 1, 2015	1. Provision of accessible formats and communication supports for persons with disabilities, upon request 2. Make available, upon request, accessible or conversion ready versions of textbooks 3. Where available, our Libraries will be required to provide an accessible or conversion ready format of print based resources or materials, upon request (some exceptions)
January 1, 2020	4. Make available, upon request, accessible or conversion ready versions of print material that are educational or training supplementary learning resources

The Steve Cutway Accessibility Award

Established in 2008,

To discuss the above reports, policies and initiatives the SEEC invited:

> H. Penning, Equity Advisor, Equity Office, to attend the September and December SEEC meeting to discuss the DEAP Tool.
>
> K. \ "   †   -President (International), to attend the November and May SEEC
>   j   @   h
>
> S. Simpson, Associate Director, Human Rights Office, to attend the February SEEC meeting to discuss the Human Rights Office Report.
>
> E. Clow, Special Projects Officer, Equity Office, to attend the February SEEC meeting to discuss Gender Identity Language Policy.

NEW MEMBERSHIP
The SEEC was pleased to have four newly elected members join the Committee: A. Alger, S. Jin, D. Pugh and T. Tang.   Also, the SEEC had a new Equity Office designate, S. Shiels, and a new AMS representative E. Wong.

FUTURE ACTIONS
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The 2014   j   o   -   #   y

below.   The population surveyed was 24,495. 3078 applicants responded to the survey, a 12.6% return rate, much lower than last year (40.1%). A summary table of the annual census results from 2009 to 2014 is available on the website of the Office of Institutional Research and Planning.

http://www.queensu.ca/irp/accountability/surveys/Equity2014.pdf

2014 Student Population

By combining the Student Applicant Cens   j
we can examine the representation of designated groups in the student population. The ranking is determined by comparing the percentage of designated group members   j   percentage of designated group members in the Canadian population age 15 to 24.

Students	Total	Women	Males	Visible Minorities	Aboriginal Peoples	Persons with Disabilities
Undergraduate	21,619	13,162	2,040	2,040	133	748
	100.0%	60.9%	39.1%	9.4%	0.6%	3.5%

What to Expect in 2015

u j ˙- ˙\ will continue developing the following initiatives, many in collaboration with other units and/or equity seeking community groups. These include many initiatives which will reach the implementation

Conclusion

In the Equity Office, 2014 has been a year marked with new initiatives and continued diligence on a number of initiatives and projects. Building on the success of the Accessibility Framework, the Employment Equity Framework

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