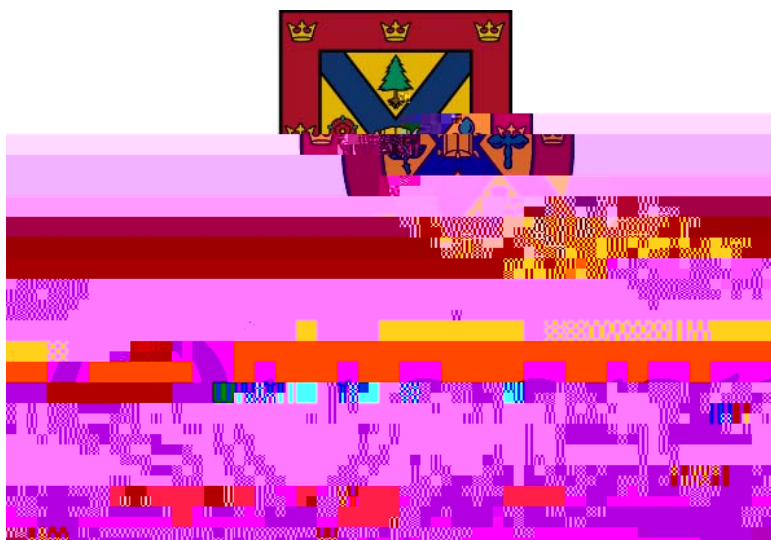


Council on Employment Equity

Annual Report to the Principal



December 20th, 2009

Council on Employment Equity Membership 2009 2010

The role of the Council on Employment Equity

The Council on Employment Equity reports to the Principal. It assists the University in advancing employment equity by:

- § Monitoring and reporting on the University's compliance with the Federal Contractors Program (FCP).
- § Ensuring that appropriate analysis is carried out on existing and proposed policies that may have employment equity implications.
- § Making recommendations on changes to policies, procedures or practices that will have a positive impact on employment equity.
- § Communicating with the University community about matters concerning employment equity.
- § Facilitating communications on employment equity matters between Queen's administration

Recent activities

In 2008-2009, the Council on Employment Equity participated in and supported the following activities aimed at advancing employment equity:

- 5 Reviewing and distributing a series of booklets and pamphlets informing the Queen's community about employment equity matters, including the recently published **informing**

- § Supporting and monitoring the University's compliance with the Federal Contractors Program, including the workforce analysis process and the production of the FCP report in preparation for a potential audit.
- § Continuing to review and make recommendations concerning the University's response to Bill 168.

APPENDIX 1

Terms of Reference for the Council on Employment Equity

Queen's University seeks to nurture and enhance an institutional culture that is consistently respectful of the dignity and worth of all who work here. Striving at all times to eliminate direct, indirect and systemic discrimination, the University will develop policies and programs, foster practices, and encourage traditions which facilitate free, safe and full participation by all members of its community.

The Council on Employment Equity has received a mandate from the Principal to assist the University in advancing equity in employment through the following activities:

- § Monitor and report on the University's compliance with the Federal Contractors Program (FCP)
- § Ensure that appropriate analysis is carried out on existing and proposed policies with employment equity implications;
- § Make recommendations through the Principal and Vice Principals on changes to policies, procedures or practices that will have a positive impact on employment equity;
- § Communicate with the University community about matters concerning employment equity;
- § Facilitate communications on employment equity matters between Queen's administration and employee groups;
- § Prepare an annual progress report for the Principal, due on June 1 of each year.

The Council reports to the Principal. The Offices of the Vice Principals, Academic and Human Resources
due Offices

In March, the Program Coordinator will solicit nominations from all employee groups including the Queen's University Faculty Association, Queen's University Staff Association, CUPE Locals 229, 1302 and 254, the Aboriginal Council and both student groups, AMS and SGPS. In keeping with the spirit of the FCP, members of the four designated groups will be particularly encouraged to apply.

The Ex Officio membership will consist of: the Vice Principal, Academic or Designate; the Vice Principal, Human Resources or Designate; the University Advisor on Equity/Director, Human Rights Office or Designate; and the Program Coordinator, Office of the University Advisor on Equity.

The Principal will appoint the Chair of the Council to a three year term from a list of nominees recommended by the Council. To facilitate this process, a Nominating Sub Committee of the Council shall convene in March of the year the current Chair's term is expiring. The nominating sub committee shall consist of two members, as well as one ex officio member and the Program Coordinator.

APPENDIX 2

Queen's University Equity Exit Survey

Queen's University strives to be an employer of choice and considers employees to be its most valuable resource. To help us ensure that we meet our commitment to employment equity, the following exit survey is available to all employees departing Queen's University. We would appreciate hearing about any barriers you may have encountered in your employment related to employment equity, discrimi

Other

Not Applicable

3. Please indicate if you have ever felt that your unit/department/faculty did not prevent [discrimination](#) or [harassment](#) based on any of the following (you may indicate more than one):

[Aboriginal Ancestry](#)

Accent/language

[Age](#)

[Disability](#)

[Family Status](#)

[Gender Identity \(e.g., transgender\)](#)

[Racialized Identity \(formerly Visible Minority\)](#)

[Religion or Creed](#)

Sex

[Sexual Orientation](#)

Other

Not Applicable

4. Please indicate if you have ever felt that your unit/faculty/department did not provide [accommodation](#) on any of the following (you may indicate more than one):

[Aboriginal Ancestry](#)

Accent/language

[Age](#)

Sex

[Sexual Orientation](#)

Other

Not Applicable

5. Did you ever experience retaliation or have you ever witnessed retaliation in connection with an equity matter?

Witnessed

Experienced

Not Applicable

6. Please indicate if you contacted the Equity Office, Human Resources, Human Rights or any other office at Queen's University for assistance with an equity matter:

[Equity Office](#)

[Human Resources](#)

[Human Rights Office](#)

Other

Not Applicable

7. If you were experiencing difficulties such as lack of [accommodation](#), [discrimination](#), or

9. I self-identify in one or more of the following Employment Equity categories:

Female

[Racialized Identity \(formerly Visible Minority\)](#)

[Aboriginal Person](#)

[Person with Disabilities](#)

10. Would you like the Equity Office to contact you to discuss your concerns?

Yes

No

If you would like to be contacted, please indicate your contact information below:

Name:

Telephone:

Email:

Thank you for completing the survey.

Definitions:

An **Aboriginal Person/Person of Aboriginal Ancestry** is a North American Indian, Métis or Inuit, or a member of a North American First Nation. An Aboriginal Person may be a treaty, status, non-status, registered or non-registered Indian.

Accommodation refers to the removal of potential barriers for access to employment. It consists of a series of steps taken to ensure that everyone is able to participate fully in employment and employment-related activities. Accommodation means that the terms and employment conditions of the workplace may have to be modified. An accommodation is meant to address a person's needs in ways that are respectful of the individual's privacy and dignity; it is not a lowering of employment standards.

Age Discrimination (Ageism) is attitudes and labels that make assumptions about persons and their abilities based on their age. Ageism also includes a tendency to view and design society on the basis that everyone is young. However, people may experience age discrimination at any time in their lives, and certain age groups tend to face different forms of discrimination.

Disability covers a broad range and degree of conditions, some visible and others not. A disability may have been present from birth, caused by an accident, or developed over time. It includes physical, mental, and learning disabilities, mental disorders, hearing or vision disabilities, epilepsy, drug and alcohol dependencies, environmental sensitivities, as well as other conditions.

Discrimination means unfair treatment because of your ancestry, ethnic origin, colour, race, religion, citizenship, place of origin, sex (including gender, gender identity and gender related physical circumstances such as pregnancy), disability (including mental and physical disabilities), age, religion, sexual orientation (two spirited) as well as family or marital status and family or opposite/same sex partnership status. It is any action, intentional or not, that imposes burdens on a person or group and not on others, or that withholds or limits access to benefits available to other members of society.

Family Status is considered being in a parent and child relationship, however, it can also mean a parent and child "type" of relationship, embracing a range of circumstances without blood or adoptive ties but with similar relationships of care, responsibility and commitment. Examples include parents caring for children (also by adoption, fostering and step parenting), adults caring for aging parents or relatives with disabilities, and famint beca-4po)-f-12 Tcwes

reason of that disability. This includes persons whose functional limitations owing to their disability have been accommodated in their current job or workplace.

Racialized Identities/Visible Minorities in Canada are individuals (other than Aboriginal Persons) who self-identify as non-white in colour or non-Caucasian in racial origin, regardless of birthplace or citizenship.

Religion or Creed includes the practices, beliefs and observances that are part of a creed, faith or religion. It does not include personal moral, ethical or political views. Nor does it include religions that promote violence or hate towards others, or that violate criminal law. Creed is further understood to mean a professed system and confession of faith, including both beliefs and observances or worship. A belief in a God or gods, or a single supreme being or deity is not a requisite. Religion also includes non-deistic bodies of faith, such as the spiritual faiths/ practices of Aboriginal cultures, as well as *bona fide* newer religions (assessed on a case by case basis by the Human Rights Tribunal).

Sex: in Ontario, individuals are legally protected from discrimi

APPENDIX 3

Summary of interim gap analysis findings for Bill 168
(D. Langham,

APPENDIX 4

Summary of numeric gaps (hiring goals) calculated using Queen's 2008 employment data as part of the Federal Contractors Program legislative requirements (C. Isaacs, Equity Officer)

- § There is an overall gap of 135 female employees
- § There is a complete absence of women from three Employment Equity Occupational Groups^a (EEOGs) where there is availability within the recruiting pool^b:
and
- § Gaps have also been identified in the following EEOGs: (85),
(11), (1) and (33)
- § Within the EEOG, Work(k12 1 Tf -0.0007 Tc 0.227 0 Tdp2 0.2l <0003>Tj /TT2 1 Tf 0.000a13>Tj61 T

APPENDIX 5

Classification of Queen's positions by Employment Equity Occupational Group

EEOG	Examples of Queen's Positions
1. Senior Managers	Principal, Vice Principals and Associate Vice Principals.
2. Middle and Other Managers	Deans, ...

FCP specified workforce analysis occupational detail and recruitment area for women,
Aboriginal persons and visible minorities

EEOG	Occupational detail	Recruitment area
1. Senior Managers	EEOG	