

The Employment Equity Census is being conducted pursuant to initiatives in *Opening Doors: A Plan for Employment Equity at the University of Alberta*. I encourage you to complete the questionnaire.

For assistance with this form or if you have any questions, please contact Catherine Anley at catherine.anley@ualberta.ca or call (780) 492-3020.

Please submit completed form to:

Catherine Anley, Employment Equity Advisor
Human Resource Services, 2-60 University Terrace,
University of Alberta, Edmonton, AB T6G 2T4

Employee ID # (mandatory field) _____

As a signatory to the Federal Contractors Program (FCP), we are required to ask our faculty and staff to identify if they are members of the four groups designated by the *Employment Equity Act*: women, Aboriginal persons, persons with disabilities and visible minorities. The collection of employee equity data is one method of assessing the University's progress in removing barriers to employment experienced by members of the four designated groups.

You may self-identify in more than one category. All responses to this survey are confidential, but not anonymous. Only summary or aggregate data will be reported and your equity data will not form part of your personnel record.

You may decline to answer any or all of the questions but the submission of the survey is essential to ensure the University of Alberta remains compliant with federal employment equity legislation.

If for any reason(s) you do not wish to complete this census survey, please check this box.

Under what conditions would you be comfortable to self-identify?

1. Sex

Please indicate whether you are a: Woman Man

2. Aboriginal People

Under the FCP, Aboriginal peoples are persons who are North American Indian (Status, non-Status, and Treaty), Inuit, or Métis.

Are you an Aboriginal person? Yes No

3. Members of Visible Minorities

Under the FCP, members of visible minorities are persons, other than Aboriginal Peoples, who are non-Caucasian in race or non-white in color, regardless of their birthplace or citizenship. Members of other ethnic or national groups, such as Ukrainian, Italian, Greek, etc., are not considered to be racially visible unless they also meet the criteria above.

Examples of visible minorities include, but are not limited to, persons who identify as:

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| Arab | Japanese |
| Black (e.g., African, American, Canadian, Caribbean) | Latin American or Hispanic |
| Chinese | South Asian (e.g., East Indian, Pakistani, Sri Lankan, etc.) |
| Filipino | Southeast Asian (e.g., Vietnamese, Cambodian, Malaysian, Laotian, etc.) |
| Indigenous person from outside North America | West Asian (e.g., Iranian, Afghan, etc.) |
| Korean | Persons of Mixed Origin (e.g., with one parent in one of the visible minority groups listed above) |

Are you a member of a visible minority? Yes No

4. Persons with Disabilities

Under the FCP, persons with disabilities are persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning disability **AND**

- A. Who consider themselves to be disadvantaged in employment by reasons of that disability **OR**
- B. Who believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reasons of that disability?

Examples of disabilities may be related to coordination, dexterity, mobility (e.g. use of a wheel chair, difficulty sitting, bending, standing, or handling objects), speech, vision or hearing. The disability may be an invisible physical condition such as epilepsy, hemophilia, or chronic fatigue syndrome; or, a psychiatric condition such as mood disorders, eating disorders, and schizophrenia; or other disabilities such as attention deficit disorder, dyslexia, acquired brain injury, or developmental disabilities.

Are you a person with a disability? Yes No

Comments

1. If you would like to provide confidential comments about the equitable nature of the recruitment process you experienced, if hired within the past five years, or on any other aspect of the University of Alberta's Employment Equity Program, please contact the Employment Equity Advisor at catherine.anley@ualberta.ca or 780-492-3020.
2. As part of our ongoing employment equity work, from time to time we will ask members of the U of A workforce to participate in various activities (e.g. committees, focus groups, etc.) to provide feedback on programs and initiatives. If you agree to be contacted directly by the Employment Equity Advisor for such a purpose, please check "yes" below.

Yes No Preferred e-mail address (if different from UAlberta address) _____

Thank you for your participation in this survey. At any time, you can contact the Employment Equity Office at 780-492-3020 or e-mail catherine.anley@ualberta.ca to review and/or change your equity data. The information you have provided will be held in the *strictest confidence*. Note: Code of Confidentiality below.

University of Alberta Resources related to Employment Equity

- Employment Equity Program (www.hrs.ualberta.ca/equity)
- Employee Relations (www.hrs.ualberta.ca/About/Dept/HRCS/EmployeeRelationsandHumanResourceConsulting)
- Health Promotion and WorkLife Services (HPaWS) (www.hrs.ualberta.ca/worklife)
- Office of Safe Disclosure and Human Rights (www.osdhr.ualberta.ca)
- Specialized Support and Disability Services (www.uofaweb.ualberta.ca/SSDS)
- Institute of Sexual Minorities Studies and Services (www.ismss.ualberta.ca)
- Discrimination & Harassment and the Reasonable Accommodation policies (www.uofaweb.ualberta.ca/gfcpolicymanual/content.cfm?ID_page=37660)

Code of Confidentiality

The information provided on the Employment Equity Census Questionnaire is confidential but not anonymous. The results of the Census will be reported publicly in a statistical summary format which does not identify answers of individual employees.

1. Census forms are confidential when they are completed.
2. Once submitted, the electronic surveys will not leave the Employment Equity Program office. The information will be entered into a secure computer database. The surveys will then be deleted.
3. Information reported by an employee will be amended or deleted upon written request to the Employment Equity Program.

Additional Information

Information provided by individuals on the Census questionnaire will be kept separate from regular personnel records and will not become part of them.

The Census data will be analyzed within the Employment Equity Program. The representation of Aboriginal peoples, person with disabilities, members of visible minorities, and women within the University's employment categories and job levels will be compared with their representation among Canadians qualified and geographically available to undertake such employment. The analysis will be conducted without reference to employee names.

The personal information requested on this form is collected and protected under the authority of Section 33 (c) of the Alberta Freedom of Information and Protection of Privacy Act. It will be used for the purposes of monitoring the implementation of the University's Employment Equity program. Please direct any question about the collection and use of this information to the Employment Equity Advisor at the above address or phone number.