



Count Yourself In: Laurier's Employment Equity Survey

All information collected is completely confidential.

Employment equity is designed to ensure equality for all employees in areas of recruitment, hiring, training, promotion and retention. It is designed to remove systemic discrimination that has traditionally disadvantaged particular groups of workers.

The Diversity & Equity Office at Wilfrid Laurier University strives for:

- A work force that reflects the diversity of the available labour force.
- Employment systems that support the workforce as a whole, ensuring all present and future employees have a fair and equitable opportunity to develop their abilities, realize their expectations and make the best contribution possible to the workplace.

In addition to its responsibilities as an employment equity employer, the university intends to create and maintain an inclusive environment for all employees, including women, persons in a visible minority, persons with disabilities, Aboriginal persons and persons in a sexual and/or gender minority. Laurier's Employment Equity Policy (8.4) states that the university must collect and continually update employee data by a process of self-identification in order to identify the proportion of women, persons in a visible minority, persons with disabilities, Aboriginal persons and persons in a sexual and/or gender minority in all employee categories.

Wilfrid Laurier University's workforce information is collected through the enclosed self-identification survey for the purpose of determining the levels of representation of each of the five designated groups and to compare these levels with the relevant external workforce (where known) using data provided by Human Resources and Skills Development Canada.

This survey is given to all staff and full-time faculty members. Each person must return the survey, even though participation is voluntary and the individual may choose not to respond to the questions on the survey.

Each respondent can belong to more than one of the designated groups.

Principles of Confidentiality

- The data collected in the employment equity survey is strongly protected by the following principles of confidentiality:
- Surveys will be given to each staff and full-time faculty member. Confidentiality begins with each staff and faculty member placing the completed census form in the return envelope and sealing it.
- The Employment Equity & AODA Officer in the Diversity & Equity Office will receive the survey and enter the information into a confidential database and produce the necessary statistical reports with suppressed data so that no one individual can be identified.
- Only the Employment Equity & AODA Officer will have access to individual employee surveys.
- Returned surveys are destroyed once entered into the confidential database. The timeframe for retaining completed surveys in the database will be determined after an audit by the Federal Contractors Program.
- All workforce information is used to comply with the Federal Contractors Program, which includes development of employment equity programs and preparing an annual employment equity report. This report is made available by the Diversity & Equity Office
- The questions are in compliance with Schedule IV of the Employment Equity Regulations per the Employment Equity Act (federal statute).
- No one will be given information on others.
- Managers, administrators or anyone else may not determine the employee's status without his or her knowledge and voluntary consent.
- Information reported may be altered or removed from the survey only on the request of the employee who provided it.

Should you require any assistance, please call Dana Lavoie, Employment Equity & AODA Officer with the Diversity & Equity Office at dlavoie@wlu.ca or at extension 4469.

Thank you for completing the survey

I.D. Number:

Employment Equity Survey – Please Complete

Please read each question and check the response(s) which best applies to you.

I do not wish to participate in this survey

1. Do you identify yourself as (choose all that apply):

Male

Female

Trans

I do not identify with a gender

2. Based on the Federal Contractors Program definitions, a person is an Indigenous/Aboriginal person if they are a member of the Indian (status or non status), Inuit or Metis people of North America.

Based on this definition, do you consider yourself to be an Indigenous person?

Yes

No

Do you consider yourself Indigenous outside of this definition?

Yes

No

3(a). For the purposes of employment equity, “members of visible minorities” means persons, other than Indigenous/Aboriginal Peoples, who are non-Caucasian in race or non-white in colour. (Members of ethnic or national groups such as Portuguese, Italian, Greek, etc., are not considered to be racially visible)

Based on this definition, do you consider yourself to be a member of a racialized minority?

Yes

No

3(b). If you have indicated yes in 3(a), please check (v) the visible minority group(s) that best describes your racial origin.

Choose all that apply	Racial Origin:	Examples of this group include
<input type="checkbox"/>	Black	African, Canadian, American, South American
<input type="checkbox"/>	East Asian	Chinese, Japanese, Korean, Polynesian
<input type="checkbox"/>	South Asian	Indian, Pakistani, Sri Lankan, Bangladeshi
<input type="checkbox"/>	South East Asian	Burmese, Cambodian, Filipino, Laotian, Malaysian, Thai, Vietnamese
<input type="checkbox"/>	West Asian	Arabian, Armenian, Iranian, Israeli, Lebanese, Palestinian, Syrian, Turkish
<input type="checkbox"/>	Other:	

4(a) For the purposes of employment equity, “persons with disabilities” means persons who have a long-term or recurring physical, mental, psychiatric, sensory or learning impairment (see 6(b) for examples) and who

- consider themselves to be disadvantaged in employment by reason of that impairment, or
- believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment,
- and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

Based on this definition, do you consider yourself to be a person with a disability?

Yes

No

4(b) If you have indicated Yes in 4(a), please yes or no beside the impairment(s) that best describes your disability. This will assist the equity office in addressing the unique needs of different disabilities.

Choose all that apply	Disability Category	Examples of this category include
<input type="checkbox"/>	Coordination/dexterity impairment	Cerebral palsy
<input type="checkbox"/>	Mobility/functional limitation	Paraplegia
<input type="checkbox"/>	Chronic illness/systemic/medical condition	Hemophilia, cancer, AIDS, arthritis, diabetes
<input type="checkbox"/>	Hearing Impairment	Hard of hearing, deafness
<input type="checkbox"/>	Vision Impairment	Glaucoma, vision loss
<input type="checkbox"/>	Speech Impairment	Inability to generate or emit verbal messages, such as aphasia
<input type="checkbox"/>	Developmental Disability	Down's syndrome
<input type="checkbox"/>	Mental health issue	A previous mental illness or one which is under control, such as schizophrenia, depression, OCD
<input type="checkbox"/>	Learning disability	Dyslexia, dysnomia, dysgraphia
<input type="checkbox"/>	Other:	

5. For the purposes of employment equity, “persons of a minority sexual orientation” means persons who are gay, lesbian, bi-sexual, two-spirited, queer, trans* etc. Based on this definition, do you consider yourself to be a person of a minority sexual orientation?

Yes

No

6. From time to time, the Diversity & Equity Office receives specific requests for participation of designated group members in various university initiatives, programs/services and committee work. Do you consent to having the Diversity & Equity Office contact you regarding your possible interest in participating?

Yes

No

Thank you. Please return the survey to the Diversity & Equity Office in MacHouse Residence on the Waterloo Campus.