

I-EDIAA NEW ACHIEVEMENTS AND CONTRIBUTIONS

HUMAN RIGHTS AND EQUITY OFFICE 2023-2024

EMPLOYMENT AND EDUCATIONAL EQUITY

1. **New ICount Equity Census Application:** The HREO developed and launched an updated application to administer the Queen's ICount Equity Census. With the inclusion of collecting census data on casual employees, it was determined that a more automated system was required.

Prior to the application, the Census was manually administered on a monthly basis. With the assistance of ITS, the new application automatically administers the Census nightly. The application also sends two weekly reminders. As always, employees can access their own Census to make changes to their responses at any time.

2. **The DEAP Tool:** The HREO has been working on technical improvements to the DEAP tool to ensure additional Divisions, such as the DEAP Patient Care and the DEAP Research, can be hosted online. To establish a formal schedule, the HREO worked closely with I-EDIAA leads across campus to align the DEAP calendar with additional pan-university reports that Administrative units must complete. The HREO met with EDII Directors in Queen's Health Sciences and Faculty of Arts and Science to review the new features in the DEAP tool and provide an extensive demo of the Tool.
3. **The QEAP Application:** Based on recommendations from the Internal Audit review of Staff Hiring processes, the Queen's Equity Appointments Process (QEAP) Application implemented some significant changes. The changes mainly addressed accountability in various stages, for example, the Chair and Hiring Manager are now included on the email confirmation when committee members are lacking the required training, the EE Rep is required to confirm that they have reviewed their Unit Profile and explain their understanding of it, and most of these changes are now included in the Appointment Summary. In addition, there have been issues previously with the Staff Employment Equity process because EE Reps add applicants and proceed with the ranking immediately after. QEAP now stalls the time between uploading applicants and moving forward with the process to allow applicants sufficient time to complete their self-identification questionnaire.
4. **Employment Equity Policy:** The HREO has drafted a new EE Policy and accompanying procedure to ensure with best practices. The new policy and procedure requires approval by the Policy Advisory Sub Committee (PASC) and once approved, will be shared with Senior Leadership and posted publicly for comments.

5. **Employee Experience Survey:** During 2023/24, the Office of the VPCEI and the HREO had been engaging with the Employee Experiences Survey in a variety of capacities, to ensure progress is achieved on the new initiatives presented on the Your Voice Counts: Employee Experiences Survey Report 2022/23. The HREO developed an Employee Resources Group framework for additional support and resources, worked closely with the DSA Student Life to draft guidelines on creed-related observance, and improved its educational offerings.
6. **Employee Resource Groups (ERGs):** Throughout 2023/24, Leads from existing or emerging ERGs participated in semi-structured discovery discussions. From those discussions, the HREO prepared a needs assessment report which was reviewed by the Faculty and Staff Recruitment, Retention and Support (FSRRS). The report includes recommendations for the O-VPCEI, Human Resources, HREO, and Managers and will be shared at an ERG event in June 2024.
7. **Committee Work:** The HREO staff continue to guide university administration and units in the operationalizing of I-EDIAA objectives through participation on numerous committees including, though not limited to: University Promotion Committees, QNS Advisory Committee, Anti-Hate Advisory Group, Senior Accessibility Advisory Group

In keeping with institutional commitments to strengthen cross-sector partnerships, we were also involved in the following committees: Campus Security EDII Review (Hate Crimes), Advisory Committee on Academic Considerations, SVPR Task Force, Mural Project Working Group, H&D Policy Implementation group, Hiring Committees, Student Experience Survey Working Group, BIPOC Support WG, Campus Master Plan Advisory Committee, HR Strategic Advisory Panel, PAGGAS, Senate Educational Equity Committee, Provost's Teaching and Learning Advisory Committee, HR Recruitment Working Group, Inclusive Community (University Council on Anti Racism and Equity (UCARE) Sub-council), Faculty and Staff Recruitment and Retention (UCARE Sub-council), Transcript Review Working Group, Queen's Indigenous Pathways, Organizational Culture Working Group, DSA Communications Group, Cultural Awareness and Programming Group, Naming Policy Working Group, QUIC Advisory Committee, Promise and Commitment Scholars Advisory Committee, Provost's Advisory Committee – Decanal Renewals, Advancement Fundraising Priorities and H&D Intake Assessment Team.

In order to support and foster relationships with local community, HREO staff also participated on the following external committees: Kingston Anti-Racism Taskforce, the Limestone District School Board's Umoja-Black Community Group, the Ontario Senior Equity Officers Reference Group, the COU EDI Reference Group.

8. **Consultations:** The HREO provided the following employment and educational equity consultations from May 1, 2023 to April 30, 2024:

Case Components	Clients
Committee work	3
I-EDIAA language	11
Surveys/Forms	6
Systems review	20
Advertising	8
Data collection	8
Targeted Hiring	5

ACCESSIBILITY

- 1. Accessibility Cafés:** Accessibility Services held two Accessibility Cafés in 2023/2024. They were: Accessible Procurement and Disability and Queerness.
- 2. Accessibility Hub:** Between May 1, 2023, and Apr 30, 2024, there were over 23,000 visitors viewing over 84,000 webpages.
- 3. Committee Work:** The Manager (Accessibility Services) participated on the following committees: Online Accessibility Community of Practice, Built Environment Advisory Group, Campus Master Plan Advisory Committee (CMPAC), Advisory Committee on Academic Accommodations, Web Contributors Community, Website Governance, Faculty of Health Sciences – Built Environment Working Group, Technical Committee ‘Outdoor Spaces’, and Accessibility Standards Canada.
- 4. Consultations:** The following outlines client requests from May 2023 to April 2024:

Components	Cases
Document Accessibility	13
Event Accessibility	9
Website Accessibility	22
Student Accommodations	39
ASL Interpreter	4
Built Env/Physical Access	30

Components	Cases
Living/Residence	2
Education, Awareness or Training	12
Captioning	2
Queen's Policies/Reports/Plans	13
Workplace Accommodations	7
Campus Supports/Services	59
Alternate Formats	4
AODA	15

TRAINING

1. **In-person (virtual) training:** the following sessions were facilitated by the HREO in 2023/24:

Course	# of Sessions	Trainees
Staff Equity Representative	8	69
Appointments/RTPC	6	141
Employment Equity Representative	6	82
Positive Space Part 2	12	163
Anti-Oppression	3	32
Showing Up for Anti-racism and Inclusion 1	3	81
Showing Up for Anti-racism and Inclusion 2	2	73
Responding to Disclosures - Employees	10	83
Responding to Disclosures - Students	12	133
DEAP Demonstrations	6	17
Anti-Racism 101 in the Workplace	1	15
Queen's Human Rights and You!	2	26
Sexual and Gender Diversity	1	20
Sexual Violence in the Workplace	1	20

2. **Faculty Appointments/RTPC:** In November 2023, the HREO launched a new and long anticipated asynchronous version of the Appointments/RTPC training. This training is mandated by the QUFA Collective Agreement for all persons chosen to serve on Appointments and/or Personnel committees for Faculty, Librarian or Archivist positions. The

decision to move to this delivery mode was made in relation to recent changes to the QUFA CA which increased the frequency for renewal of this training from every 10 years to every 5 years. Offering this education in an asynchronous format allows for more timely completion by faculty. Since the launch, 72 individuals have completed the course (June 2024).

- 3. 2024 Team Learning Challenge:** From February to December 2024, the HREO implemented a training challenge for Faculty, Staff and Students. The HREO Learning Challenge is a set of virtual and self-directed learning opportunities designed to build foundational understandings of Indigenization-Equity, Diversity, Inclusion, Anti-Racism, and Accessibility (I-EDIAA). This year's Learning Challenge 2024 combines self-directed and experiential community-based learning. As of May 2024, 208 employees and students had registered for the 2024 HREO Learning Challenge.
- 4. Positive Space:** The Positive Space training was re-developed in 2023/24 and is launching in June 2024 on the HEO education page. The updates improve upon Part 1, the online self-paced course. Part 2, the synchronous workshop, has also been reviewed and updated. Sessions are available on the HREO Education page here: [HREO Education](#). As of April 2024, nearly one thousand Queen's employees and students have completed the new self-paced Positive Space Part 1.
- 5. ACT Certificate and Workshop:** The ACT certificate for student leaders has been updated to align with current best practices in I-EDIAA education. This certificate combines online self-directed and group learning to better prepare student leaders with the necessary skills for equity-focused leaders. This new workshop was piloted with student leaders and groups in winter 2024 and will be launched more fully in the coming school year.
- 6. Training requests:** In 2023/24 the HREO streamlined the training request process to better serve the university in a high impact way. The Office now plans educational offerings for the campus community on a triannual cycle.
- 7. Community Partners:** In the past year, the HREO strengthened community partnerships by delivering training and providing access to education for Lennox & Addington.

HUMAN RIGHTS AND EQUITY INITIATIVES

- 1. Employment Equity Forum:** On May 8, 2023, the Human Rights and Equity Office hosted its annual Employment Equity Forum. This year's theme: Supporting an Inclusive Culture. The event included a lively panel discussion on Retention, a keynote address from BIPOC Executive Search President, Jason Murry, and awarding the Human Rights Initiative award to the Agnes Etherington Art Gallery. In addition, participants heard updates on the goals of the 2022/23 Employment Equity Plan as well as, offered comments and suggestions to the 2023/24 Draft Plan.

2. **March 21-International Day for the Elimination of Racial Discrimination:** To acknowledge the International Day for the Elimination of Racial Discrimination, the HREO created a social media campaign. The overarching theme of the campaign focused on fashion which included activism in fashion, cultural appropriation, and fashion appreciation.
3. **Scarborough Charter:** Between February and April 2024, eight (8) consultation sessions were held with Queen’s and Kingstonian Black Community (students, staff, faculty, citizens, etc.) to review the goals developed by the 2022 SC working groups in the four areas: Teaching, Learning and Student Success, Community Engagement, Representation and Research. The consultation report and analysis are in progress. A story about the consultations was published in the Gazette: <https://www.queensu.ca/gazette/stories/consulting-kingston-s-black-community>
4. **Black History and Futures Month:** In February 2024, the HRAS hosted and collaborated on several events for the month including BHFM Opening Address (virtual), Limestone BHFM Opening Ceremony and Expo, BHFM Opening Reception at the Grand Theatre with St. Lawrence/Queen’s University, BHFM Reel Out Film Festival Black Film Event.
5. **Emancipation Day:** August 2023 saw the second city-wide Emancipation Day celebrations. The office was thoroughly involved in the planning and execution of several events and initiatives that were put on in collaboration with the City of Kingston, Yellow House: Student Center for Equity and Inclusion at Queen’s, The Agnes, and other local businesses.

HUMAN RIGHTS ADVISORY SERVICES

1. **Human Rights Advisory Services:** There were 154 new cases from May 2023 to April 2024 as well as 22 continuing cases. The busiest time for casework for the Human Rights Advisory Services was in September to November 2023. The majority of cases concerned breaches of human rights on race-related grounds and disability. The Human Rights Advisory Services provided human rights advice to students (53.9%), Staff (29.2%), Faculty (12.3), Alumni (2.6), and Other (5.2%) (Other includes primarily community members).

Case Nature	Cases
Accommodation	25
Discrimination	26
Harassment	41
Systemic	10
Institutional	14

General Support	38
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- The IN-SIGHT Tool:** IN-SIGHT is an anonymous harassment, discrimination and bias/hate incident submission form which allows members of the Queen's community to disclose acts of harassment, discrimination, hate, and violence targeting personal characteristics protected under the Ontario Human Rights Code (e.g. race, religion, sexual orientation, disability) which have been experienced or witnessed.

During the 2023/24 year, an IN-SIGHT marketing strategy was created with the aim of increasing campus knowledge and awareness of the tool, to allow IN-SIGHT to become more well utilized.

Also, an update was made to the tool which allows it to generate a pdf copy of a submission for the user. Should a person who has used IN-SIGHT want to access another Harassment and Discrimination process at Queen's, having this document will allow the opportunity for that submission to be included. The document also acts as a confirmation to the individual of having successfully shared their experience anonymously. This update enables more functionality for users.

SEXUAL VIOLENCE PREVENTION AND RESPONSE

Special Note: Stats are for 22/23 - stats for 23/24 are not yet available and must be approved by the Board before they are shared. We are working on that report over the summer. We report to the Board of Trustees in September and then to the Ministry for November 1st. We made the decision to be one year previous in this report to ensure we do it all in the right order and we do not release data that has not been reviewed in the appropriate order by the appropriate committees.

- Programming:** SVPRS continues to collaborate with the Student Experience Office to deliver Gender Based Violence and Bystander Intervention workshops using a peer facilitation model. Student staff deliver workshops on request or with open registration for students-at-large. A certificate is now being offered for students who complete all workshops in the suite. The peer facilitators also work with the SVPRS Community Education and Outreach staff person to deliver workshops focused on responding to disclosures and supporting students who have experience sexual violence. The SVPRS CE and Outreach staff member also delivers a workshop for faculty and staff on responding to student disclosures. This workshop is intended to prepare employees to provide compassionate and trauma-informed responses to disclosures and to support them in ensuring they meet their responsibilities under the policy. This workshop is offered several times across the academic cycle, both in-person and online.

An online bystander intervention learning program for graduate students was launched this

year. It supplements the synchronous offerings and expands opportunities for our graduate students.

Multiple courses, across multiple departments, now have some sexual violence content embedded in them. Conversations continue regarding approaches to ensuring all our students have opportunities to learn about gender-based violence, regardless of their faculty/departmental affiliations.

#ConsentatQueens working group, comprising of members from SVPRS, SEO, Health Promotion, the SHIFT project, Residence, the AMS, and others, continues to collaborate on a variety of projects, including organizing special events and providing educational opportunities. The focus at this time is planning for Consent Action Week, including We Believe You Day, which will take place the week of September 16th. Chaired by the SVPRS Community Education and Outreach staff, this group is a fantastic example of how resource and information sharing can contribute to culture change on campus.

- 2. Policy Updates:** An external review of the sexual violence policy was undertaken last year. The University received recommendations and rationale for changes from Watershed Legal Projects (formerly CLISSAR). In response to the final report, an Implementation Team was struck to consider the recommendations and to suggest appropriate policy revisions in response. Additionally, [provincial legislation](#) required policy and procedure updates related to sexual misconduct by employees. A [revised policy](#) was presented to and approved by the Board of Trustees in December 2023. The Implementation Team continues to meet to operationalize changes and to continue to consider policy/procedures and its impact on students who engage with those. The SVPRC continues to be an active participant on the Implementation Team

In response to the policy changes, content in the online learning program, [It Takes All of Us](#), employee version, was updated. Changes to the student version of the program will be completed prior to the start of the fall term.

- 3. Clients:** Client support is being provided by the SVPRC with assistance from a Human Rights Advisor and the SVPRS CE and Outreach staff member. We continue to see a year-over-year increase in contacts/requests for service. During the reporting period May 1, 2022, to April 30, 2023, three hundred and thirty-seven (337) individuals contacted SVPRS wishing to access information, supports and services. Two hundred and thirty-six (236) of those seeking assistance were students. Services provided included assisting with access to academic supports (academic considerations, accommodations and support for academic petitions and appeals), safety planning, support with financial, food and housing insecurity needs, referrals to and connection with on and off campus resources (including Hospital), and support for filing a complaint with police and/or through the university's systems. In addition to the increase in the number of students seeking support, there continued to be an increase in the

complexity of the issues faced by students, including academic challenges, mental health and wellbeing, involvement with the criminal legal system and other related concerns. Members of the SVPRS team logged almost 1500 “actions” related to student support during the reporting period. “Actions” include accompaniment in complaint process/interviews, consultation inside and outside of QU, discussions with 3rd parties, completing forms/paperwork required for referrals etc., writing letters of support for petitions/appeals and meeting with clients (500+). This number of actions does not reflect the volume of email communication, phone calls, short Teams messages etc.

You can view current and past reports to the Board of Trustees [here](#).

The SVPRC is actively involved in campus and community projects with a focus on GBV/SV, Intimate Partner Violence, Violence in the Workplace, Incidents of GBV/SV in Experiential Learning Settings, Human Trafficking etc.