

Introduction

McMaster University is focused on creating an inclusive workplace for all faculty and staff. The diversity of our community and our workforce is at the core of our innovation and creativity and strengthens our research, teaching and service excellence, as well as our broader learning environment.

In keeping with its [Statement on Building an Inclusive Community with a Shared Purpose](#), McMaster University strives to embody the values of respect, integrity and collaboration, and has a strong commitment to equity, diversity, inclusion and belonging.

In alignment with McMaster's [Institutional Priorities and Strategic Goals](#) and commitment to [Inclusive Excellence](#), all faculty and staff are invited to complete an employment equity census.

The three main reasons for the census include:

1. Understanding the current composition of our workforce;
2. Identifying our university's most significant areas of under-representation; and
3. Tracking our progress in achieving an equitable and representative workplace

In accordance with the *Employment Equity Act*, the census collects information on the [federally designated groups](#): Indigenous Peoples (First Nations, Métis and/or Inuit), Racialized Persons, Disabled Persons or Persons with Disabilities and Women. As an extension of McMaster's commitment to equity, diversity, inclusion and belonging, the census also collects data on Gender Diversity, Sexual Orientation and Religion or Creed.

The confidential survey is voluntary, however it is strongly encouraged that all McMaster faculty and staff (including interim and student employees) will participate in the census. The information provided by completing the census will give us a better picture of the current diversity of our workforce, and help to identify what can be done to provide current and future employees with equitable access to employment services and opportunities and foster a feeling of inclusion and belonging in the workplace.

Census information is carefully protected and the data collected is reported in anonymized aggregate form only, unless otherwise stated, to maintain the privacy of respondents. Individual responses are not shared with hiring managers or supervisors, and access is restricted to designated individuals on specific teams responsible for employment equity reporting.

The personal information collected in the census will be handled in compliance with the [McMaster University Notice of Collection, Use and Disclosure Statement](#) and the [Freedom of Information and Protection of Privacy Act of Ontario \(FIPPA\)](#).

Learn more about how the employment equity census data may be used for institutional reporting and analysis purposes below:

Use of the Employment Equity Census Data

This information is provided for the purposes of transparency regarding the intended use of the employment equity census data, with the intent to facilitate informed consent by employees and encourage a higher completion rate.

*Note: This is not an exhaustive list of initiatives, and some of these are Aspirational goals. However, many of these initiatives are in alignment with legislative requirements related to the **Employment Equity Act** in Canada and the [Workplace Equity Program](#) as administered by Employment and Social Development Canada.*

1. Compositional Diversity

- Know our current composition, i.e.
 - the total number of active employees at McMaster University, and the number of persons who are members of each designated group
- the total number of active employees across various, Faculties, Departments, Units/Areas and employee groups as applicable, and the number of persons who are members of each designated group
- Identify gaps in representation of active employees, in comparison with the Canadian Labour Market Availability
- Measure periodic (Year-over-Year or as determined) changes in representation

2. Workforce Gap Analysis by Employment Equity Occupational Group (EEOG)

- the occupational groups of employees and the degree of representation of persons who are members of each designated group in each occupational group

3. Salary Range Analysis

- the salary ranges of its employees and the degree of representation of persons who are members of designated groups in each range and in each prescribed subdivision of the range and any other information in relation to the salary of its employees that may be prescribed; and

4. Employee Life-Cycle Events: Hires, Promotion, Retention, Attrition

- the numbers of employees **hired, promoted and terminated** (including resignations, retirements and end of contracts), and the degree of representation, in those numbers, of persons who are members of each designated group

5. Targeted initiatives for Equity Deserving Groups (EDGs)

The various analyses undertaken as outlined above, will inform the planning/initiation and implementation/execution of initiatives intended to reduce or eliminate any barriers for under-represented groups.

Additional Employment Equity Initiatives

In addition, these analyses will inform evidence-based decision making on proactive measures to address underrepresentation of EDGs, as well as department/faculty/unit-specific initiatives for enabling a culture of inclusive excellence across various groups at McMaster. This could include but is not limited to, identification of Equity, Diversity and Inclusion (EDI) related training opportunities, establishment of Employee Resource or Affinity Groups, targeted communication and initiatives, and so on.

In most cases, **anonymized aggregate reports** will be sufficient for planning these initiatives. One example is the recent [Black Cohort Hire initiative](#). In some cases, depending on the particular equity gap being addressed at the time, individual level information will be shared - but only for the purposes of identifying employees specifically for these targeted initiatives, based on who has self-identified as belonging to the respective designated group.

An example of such a case could be a salary-adjustment initiative in recognition of the equity burden and additional level of community work under-taken by EDG employees. In such an instance, individual information will have to be identified and shared with the appropriate individuals as needed. However, this information will only be shared on a need-to-know basis, and will be kept in strictest confidence.

Under no other circumstances will the self-ID information be used to identify a specific individual without their express consent.

Questions?

Please refer to the [Employment Equity Program](#) for more information or contact hr.empequity@mcmaster.ca should you have any questions.