



Guide to Employment Equity

**BUILDING AN
INCLUSIVE
COMMUNITY**

McMaster University strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity.

BRIGHTER WORLD

McMaster
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Land Acknowledgement

McMaster University is located on the traditional territories of the Haudenosaunee and Mississauga Nations and, within the lands protected by the “Dish with One Spoon” wampum agreement.



What is Employment Equity?

Employment equity focuses on eliminating barriers to the employment of four designated groups: women, First Nations, Métis, and Inuit peoples, peoples with disabilities, and visible minorities. McMaster has expanded that commitment to include trans persons and other members of the LGBTQ communities.

These groups are selected as the focus of employment equity because their labour market experience reveals long-standing patterns of systemic barriers, high rates of unemployment and under-employment, and concentration in low-pay and low-status jobs.

As a process, employment equity aims to identify and eliminate discrimination in employment procedures and policies, remedy the effects of past discrimination, and ensure appropriate representation of the designated groups throughout our workforce.

What is Discrimination?

Discrimination has a specific meaning under the Ontario Human Rights Code. It means treating someone unfairly because of prejudice against or assumptions about their sex, race, colour, ancestry or disability.

What are Systemic Barriers?

Systemic barriers are policies, practices or procedures that result in some people receiving unequal access to opportunities and resources or being excluded. Example: eligibility criteria that effectively exclude people based on a disability, such as requiring a job applicant to have a driver's license even though there are ways to reorganize a job to use another form of transportation.

What is McMaster University's Commitment to Employment Equity?

McMaster University is committed to building a diverse and inclusive community, where the rights of all individuals and groups are protected and all members feel safe, valued, empowered and respected for their contributions to the shared purposes of the University: research and education excellence.

Inclusion occurs when systems and structures facilitate full participation by all community members and where members are treated equitably for their contributions. Employment Equity is a key part of our progress towards inclusivity in the employment relationship, and is an ongoing process that identifies, addresses and mitigates barriers in employment policies, practices and procedures. See Employment Equity Policy

<https://hr.mcmaster.ca/resources/employment-equity-policy/>

What is McMaster University's Employment Equity Statement?

In keeping with its *Statement on Building an Inclusive Community* with a Shared Purpose, McMaster University strives to embody the values of respect, collaboration and diversity, and has a strong commitment to employment equity. The diversity of our workforce is at the core of our innovation and creativity and strengthens our research and teaching excellence. The University seeks qualified candidates who share our commitment to equity, diversity and inclusion. While all qualified candidates are invited to apply, we particularly welcome applications from women, persons with disabilities, First Nations, Métis and Inuit peoples, members of visible minorities, and LGBTQ+ identified persons. Job applicants requiring accommodation to participate in the hiring process should contact the Human Resources Employee Contact Centre at hr.mcmaster@mcmaster.ca or 905-525-9140 ext. 222-HR (22247), or the Faculty of Health Sciences Human Resources office at ext. 22207 to communicate accommodation needs. All postings are expected to contain the Employment Equity Statement. See the Employment Equity Policy <https://hr.mcmaster.ca/resources/employment-equity-policy/>

What is McMaster University's Employment Equity Program?

McMaster's Employment Equity program attempts to:

- Collect, analyze and report on workforce data to track progress in achieving representation of Designated Group members in the spirit of both the University's Employment Equity policy and the Federal Contractors Program;
- Provide employees with training in the meaning and application of Employment Equity;
- Address and mitigate systemic discrimination by identifying and removing barriers in employment policies, practices and procedures;
- Achieve representation, where Designated Groups are under-represented, through specific recommendations for action to be undertaken by senior administrators, Special Measures, and Accommodations to enable members of Designated Groups to compete on an equitable basis for employment opportunities;
- Pursue other initiatives to address ongoing systemic and structural gaps as identified by the University Administration.

Who is covered by Employment Equity?

Every employee is covered by Employment Equity. Selection procedures based on job-related requirements, policies and programs to promote career advancement, training opportunities, and better working conditions apply to everyone. The goal is for everyone to be treated fairly and equitably with no discrimination.

Who are Indigenous Peoples?

For the purposes of employment equity, Indigenous People are considered First Nations (Status/ Non-Status), Métis or Inuit.

Who are Members of Racialized Communities?

For the purposes of employment equity, the term “Member of a Visible Minority” is used to describe persons of colour or members of racialized communities. A member of a visible minority in Canada is someone (other than an Indigenous (Aboriginal) person) who self-identifies as non-white in colour or non-Caucasian in racial origin, regardless of birthplace or citizenship. Members of ethnic or national groups (for example: Portuguese, Italian, Greek) would not be considered members of a visible minority unless they also identify as non-white in colour.

Who are Persons with Disabilities?

For the purposes of employment equity, the term “Persons with Disabilities” means persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment AND

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

This definition includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

Why are members of LGBTQ Communities included as part of the designated groups?

McMaster recognizes the systemic discrimination and equity challenges faced by members of LGBTQ+ communities.

For the purposes of employment equity, persons who identify as Lesbian, Gay, Bisexual/Pansexual, Queer, and/or Two-Spirit (as it relates to sexual orientation) are referred to as members of LGBTQ communities and may face employment barriers.



Why Employment Equity?

Research from a range of sources consistently shows that it is members from the four designated groups who face discrimination, get less access to educational programs and training, and are more frequently denied jobs and promotions when they have relevant qualifications and experience.

Diversity strengthens our society, universities and their research enterprise. Diversity enhance innovation, creativity, productivity, better decision making and problem solving. In an age of globalization, diversity is necessary for finding solutions to global problems.

Will the Designated Groups be given preferential treatment?

No. Employment equity is not an exclusive process, but rather an inclusive one. It does not impose barriers on, or deny employment opportunities to, people who are not from designated groups. Instead, all applicants compete against an expanding group of candidates when applying for jobs or promotions, because employment equity seeks to give everyone an equitable opportunity to compete for jobs.

Is employment equity reverse discrimination?

No. Employment equity seeks to ensure the workforce composition reflects the broader community.

Reverse discrimination occurs when a less-qualified candidate is hired. “Reverse discrimination” implies that women, racialized workers, First Nations, Métis, and Inuit peoples, LGBTQ+ persons and people with disabilities are less likely to be the right job candidates than male, white, non-First Nations, Métis, and Inuit, straight, non-disabled candidates.

Does employment equity mean hiring and promoting unqualified or less-qualified people?

No. Employment equity is about hiring the best person for the job by ensuring that applicants are not ruled out by systemic barriers. It attempts to include members from the designated groups in the applicant pool so that everyone has a fair chance for employment and/or promotion. Employment equity means hiring and promoting people based on their skills and abilities to do a job. Employment equity requires that we remove barriers and overcome both direct and indirect discrimination. In this way, the pool of excellent candidates increases substantially.

Was I hired just because I am a woman, person with a disability, an indigenous person or a racialized person?

You were hired because you are qualified for the job. Employment Equity allows special measures to remedy discrimination and promote a representative workforce. Some of these measures may help designated group members become qualified for new jobs. The purpose of programs, both temporary and permanent, is to make sure there is equal opportunity in their career development for all applicants and employees.



Roles and Responsibilities

In terms of building an inclusive environment that supports employment equity, everyone has a role to play. Diversity is at the core of our innovation and creativity, and strengthens our research and teaching excellence.

What are my responsibilities as a supervisor or hiring manager?

If you are responsible for making decisions about other employees' careers, you need to understand the Employment Equity Act, The Federal Contractors Program and the requirements of the Human Rights Code. You need to make sure your hiring practices and dealings with employees are fair and equitable. You may need to accommodate designated group members. You should consult Human Resources Services or the Employment Equity Specialist when considering: special measures to build a diverse and representative workforce, relevant on-the-job accommodation or training to help you supervise, support and retain a diverse workforce.

If I am not a supervisor or hiring manager, do I have any responsibilities?

All employees have a responsibility to treat their colleagues with fairness and respect. Avoid racist, sexist, islamophobic and xenophobic remarks, jokes and be sensitive to the bad feeling that can be caused by stereotyping groups of people. Discrimination and harassment are prohibited by the Human Rights Code.

What is the role of an Employment Equity Facilitator?

Employment Equity Facilitators are selected by their respective faculty and department to provide guidance and support for the implementation of the Employment Equity Framework within their faculty, department or units. Employment Equity Facilitators are the faculty and department point person regarding diversity, equity and inclusion information, training and resources. For more information or to find out the designated Employment Equity Facilitator for your area, please refer to:

<https://hr.mcmaster.ca/employees/employment-equity/employment-equity-facilitator-program/employment-equity-facilitators/>

What is the role of the Employment Equity Committee?

The Employment Equity Committee provides leadership, guidance and advice in the implementation of the *Employment Equity Framework*. The Employment Equity Committee facilitates the development of employment equity goals, and supports the University in building a culture of inclusivity.



Why do we have to do it?

Because it is the right thing to do and it is supported by legislation and policy. McMaster University's Policy on Discrimination and Harassment: Prevention and Response (the "Policy") affirms the University's commitment to fostering a respectful and inclusive organizational culture that is free of discrimination and harassment. The Policy sets out responsibilities and procedural guidelines for the University community to ensure this commitment is upheld.

What is the Employment Equity Act?

The Employment Equity Act requires employers to engage in proactive employment practices to increase the representation of four designated groups: women, people with disabilities, Aboriginal peoples, and visible minorities.

What is the Federal Contractors Program?

The Federal Contractors Program (FCP) ensures that contractors who do business with the Government of Canada seek to achieve and maintain a workforce that has an equitable representation of women, Indigenous peoples, Persons with disabilities and Members of visible minorities.

The aim is to ensure that no person is denied employment opportunities and resources for reasons unrelated to ability. Under the Federal Contractors Program, respective organizations must have an Employment Equity Policy as well as goals and timelines for achieving a representative workforce.

What is the Ontario Human Rights Code?

The Ontario Human Rights Code states that every person has a right to equal treatment with respect to employment, without discrimination or harassment because of race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, gender expression, age, record of offences, marital status, family status or disability.

What is the Accessibility for Ontarians with Disabilities Act, 2005 and the Integrated Accessibility Standards?

The Accessibility for Ontarians with Disabilities Act, 2005 (AODA) is a provincial law that recognizes the history of discrimination against persons with disabilities in Ontario and requires the development, implementation and enforcement of standards for accessibility to goods, services, employment, transportation, information and communications, and buildings for persons with disabilities. The Integrated Accessibility Standards was enacted on June 3, 2011, under the AODA, 2005. This new regulation sets out rules that organizations, institutions, businesses and municipalities must follow to support persons with disabilities.

What is the Canada Research Chairs: Equity, Diversity & Inclusion Action Plan?

The Canada Research Chairs: Equity, Diversity and Inclusion Action focuses on improving the governance, transparency and monitoring of equity and diversity within the program. These actions will support institutions in making swift progress towards addressing the underrepresentation of the federally designated groups (FDGs) — women, persons with disabilities, Aboriginal Peoples and members of visible minorities—within the program. The Government of Canada and the Canada Research Chairs Program (CRCP) are committed to excellence in research and research training for the benefit of Canadians. McMaster University shares this commitment.



Training
and
Resources

Diversity, Equity and Inclusion Training

Diversity, Equity and Inclusion Training is available to all McMaster employees, including those with unique accountabilities, such as those involved in hiring and other employment processes. The Office of the Provost (Academic), Faculty of Health Sciences, Human Resource Services, Indigenous Studies Program, Equity & Inclusion Office and other equity-seeking groups and individuals, collaborate to deliver training for staff, faculty and students.

All senior leaders, hiring managers, selection committee members involved in the hiring process, staff and faculty are strongly encouraged to complete the diversity, equity and inclusion training. For training information, contact the Office of the Vice President (Academic), the Employment Equity Specialist or the Equity and Inclusion Office.

Staff and Faculty Hiring Guidelines

The **staff hiring** and **faculty hiring** Guidelines are supporting resources to ensure application of best practice in recruitment, promotion, retention, development and other employment practices for a diverse workforce. The guidelines provide guidance and consolidates resources to assist in conducting fair and equitable searches for staff and faculty. It presents ideas for how to help your department or faculty lay the foundation for attracting and successfully recruiting diverse candidates.

Employment Equity and Staff Hiring Guidelines Websites

Employment Equity information and resources can be found on the Employment Equity website and the Staff Hiring Guidelines website, to provide additional support for staff and faculty in their hiring process and employment equity initiatives.

See the Employment Equity website

<https://hr.mcmaster.ca/employees/employment-equity/>

See the Staff Hiring Guidelines website

<https://hr.mcmaster.ca/managers/hiring-recruitment/staff-hiring-guidelines/>

Employment Equity Plan

An Employment Equity Plan identifies the policies, practices, procedures and initiatives intended to ensure full representation of all designated groups within departments and faculties. The plan also outlines the short-term and long-term goals, measures to correct any under-representation of designated groups and an implementation strategy. Each department and faculty is encouraged to complete an employment equity plan.



What is the Employment Equity Census?

All McMaster employees are invited to complete the **Employment Equity Census**. The census is voluntary and is entirely confidential. The resulting information is for institutional planning purposes to ensure the University is progressing towards achieving its equity goals.

Do I have to complete the Employment Equity Census?

All McMaster employees are encouraged to complete the **Employment Equity Census**. Employees can update their employment equity census information at any time. The information remains confidential and is not shared with managers. All personal information collected is handled in compliance with McMaster's Statement on Collection of Personal Information and Protection of Privacy and the Freedom of Information and Protection of Privacy Act of Ontario (FIPPA).

How do I complete the Employment Equity Census?

All employees who have not completed the census are invited to participate.

Completing the Census

- Completing the census will take approximately two minutes.
- This census is voluntary. You may check “I do not want to complete the census”.
- Each question is voluntary. You may check “I do not wish to answer this question”.

Online

To complete the census now, click [here](#) and enter your MAC ID login information

(Note - You can access the Census at anytime in Mosaic):

- From the Mosaic Portal, click the down arrow beside “Mosaic Home” and select “Employee Self-Service”
- Find and select the tile for “Employment Equity Census”

Paper

1. Print off the Employment Equity Census and complete. [PDF](#)
2. Mail in an envelope marked “confidential” to:
Specialist, Employment Equity, Workplace & Talent Initiatives
Human Resources Services
Gilmour Hall 304
1280 Main St W
Hamilton ON, L8S 4L8

If you have related questions or require training, please contact:

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