

Federal Contractors Program at the University of Ottawa — Overview (2016–2019)

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FEDERAL CONTRACTORS PROGRAM OVERVIEW

Program requirements

- Collect information on staff regarding the four designated groups (women, Indigenous peoples, racialized persons, persons with a disability)
- Prepare a workforce analysis
- Set short and long-term objectives
- Make all reasonable efforts to achieve acceptable progress towards full representation of the designated groups in our workforce

Compliance assessment

Information on the University of Ottawa workforce was submitted to the federal government in December 2019. The next compliance evaluation must be submitted by July 31, 2022.

If the government decides that the University of Ottawa is not in compliance, the possible consequences are set out the former's compliance policy:

A compliance assessment ends with a finding of either compliance or non-compliance. In situations of non-compliance, the contractor may appeal to the Minister of Employment, Workforce Development and Labour (Minister of Labour) and an independent assessor may be appointed to review the findings. If the results of the independent review indicate a failure to comply, sanctions will be applied.

If a contractor is found in non-compliance or wishes to withdraw from the FCP, then the contractor's name will be placed on the FCP Limited Eligibility to Bid List,¹ the contractor's Agreement to Implement Employment Equity number will be deactivated and the contractor will lose the right to bid on federal government goods and services contracts, standing offers or supply arrangements of any value. Non-compliance or withdrawal from the FCP may also result in the termination of the contract.

A contractor may be reinstated to the FCP after agreeing to go through a compliance assessment and be found in compliance.

¹[Federal Contractors Program](#)

OVERVIEW OF EMPLOYMENT EQUITY AT THE UNIVERSITY OF OTTAWA BY THE NUMBERS (October 2019)

Table 1: Overview of representation

Occupational Groups (EEOG)	Women	Indigenous Peoples	Racialized Persons	Persons with a disability ²
Senior managers	+5	-1	+1	-4
Middle and other managers	+30	-5	-18	
Professionals ³	+22	-30	-291	-140
Semi-professionals and technicians	-12	-4	-31	-8
Supervisors	+4	0	-2	-7
Supervisors — crafts and trades	+1	0	0	-1
Administrative and senior clerical personnel	+19	-8	-20	-23
Skilled crafts and trades workers	-1	-1	-5	-3
Clerical personnel	+9	-6	-18	-15
Intermediate sales and service personnel	+9	-5	-34	-14
Semi-skilled manual workers	-1	0	0	-1
Other sales and service personnel	-2	0	-2	-1
Other manual workers	0	0	+1	0
Total	+83	-60	-419	-217

The above figures show the number of employees by EEOG that must be made up to meet the Federal Contractors Program targets (-) or the number of employees in excess of them (+).

² The government does not collect data on professors with disabilities. For persons with disabilities, it has created a category called “Managers,” which includes “Senior Managers” and “Middle and Other Managers.” The self-identification form used before summer 2019 and the form revised in summer 2019, that is, the form used for data collection, are appended to this report.

³ Figures for professors are included in the category “Professionals.”

Table 2 — Overview of representation in 2016

Occupational groups (EEOG)	Women	Indigenous Peoples	Racialized Persons	Persons with a Disability ⁴
Senior managers	0	-1	-2	-1
Middle and other managers	+17	-2	-18	
Professionals ⁵	+7	-23	-230	-31
Semi-professionals and technicians	-13	-4	-27	-5
Supervisors	+3	0	-4	-4
Supervisors — crafts and trades	+1	0	-2	-1
Administrative and senior clerical personnel	+21	-6	-19	-3
Skilled crafts and trades workers	-2	-1	-9	-3
Clerical personnel	+9	-4	-24	-10
Intermediate sales and service personnel	+13	-5	-26	-7
Semi-skilled manual workers	-1	0	-1	0
Other sales and service personnel	-3	0	-2	0
Other manual workers	0	0	0	0
Total	+52	-46	-364	-65

⁴ The government does not collect data on professors with disabilities. For persons with disabilities, it has created a category called “Managers,” which includes “Senior Managers” and “Middle and Other Managers.”

⁵ Figures for professors are included in the category “Professionals.”

Table 3: Overview of representation, difference between 2016 and 2019

Occupational groups (EEOG)	Women	Indigenous Peoples	Racialized Persons	Persons with a Disability
Senior managers	+5	0	+3	-3
Middle and other managers	+13	-3	0	
Professionals	+15	-7	-61	-109
Semi-professionals and technicians	+1	0	-4	-3
Supervisors	+1	0	+2	-3
Supervisors — crafts and trades	+1	0	+2	0
Administrative and senior clerical personnel	-3	-2	-1	-20
Skilled crafts and trades workers	+1	0	+4	0
Clerical personnel	0	-2	+6	-5
Intermediate sales and service personnel	-4	0	-12	-7
Semi-skilled manual workers	0	0	+1	-1
Other sales and service personnel	+1	0	0	-1
Other manual workers	0	0	+1	0
Total	+31	-14	-55	-152

The above figures show the progress or lack thereof from 2016 to 2019 in terms of objectives. The above figures show the number of employees by EEOG that must be made up to meet the Federal Contractors Program targets (-) or the number of employees in excess of them (+)⁶.

⁶ It is important to note that progress was affected by a large imcrease in the number of people belonging to three of the categories (Indigenous peoples, racialized persons and persons with disabilities) available in the workforce. In addition, the University was limited by budgetary realities, among other things.

RECOMMENDATIONS

The following recommendations are based on the mandate of the Human Rights Office to promote employment equity.

Proposed University of Ottawa compliance plan

- New, easily accessible online questionnaire available through VirtuO. It is now easier for employees to fill out the questionnaire and return and update it at any time.
- Need to conduct awareness campaigns regularly (two or three times a year) to encourage members of the University community to take part fully in this important data collection effort.
- Updating of NOC (National Occupational Classification) codes for University positions to bring them in line with the 2016 federal government update.
- Inclusion of all positions held by someone who has worked a minimum of 12 weeks during the year.
- Mandatory training on inclusive hiring practices for all staff who are members of a hiring committee.
- Review and update of all employee recruitment, selection and retention practices, policies and procedures so as to identify and eliminate the most frequent systemic barriers and thus establish equitable practices, policies and procedures.
- Data production and sharing every year to assess progress.
- Development of a new employment equity policy that covers the Transformation 2030 equity, diversity and inclusion (EDI) objectives and meets our EDI requirements under programs such as the Federal Contractors Program.
- Review of the Employment Equity Committee's terms of reference.
- Collaboration among the Human Rights Office, Human Resources and Faculty Relations, which are responsible for EDI and employment equity-related operations and strategy implementation affecting human resources practices.

Appendix

Self-Identification Questionnaire

The University of Ottawa strongly supports the principle of equity in the workplace, and as such, wishes to ensure that the groups designated by the Government of Canada, namely women, Aboriginal peoples, members of visible minorities, and persons with disabilities, are equitably represented at all levels of employment at the University of Ottawa and that they are provided with equal opportunities for advancement according to their aptitudes and expertise.

As part of our Employment Equity Program, we collect information about our workforce. Identifying as a member of a designated group (**women, Aboriginal people, persons with disabilities, members of visible minorities**) will help create an accurate picture of our workforce. We would like to assure our employees that our workforce is a safe environment in which to self-identify. It is also possible to ask for the accommodation that you need in order to fulfill your job functions to the best of your potential.

Accordingly, your response to the self-identification questionnaire is voluntary. The questionnaire must however be returned to the Human Rights Office even if you choose not to fill out any additional information.

The data collected will remain confidential and will be used for employment equity purposes only. We encourage you to review, update and correct information about yourself at any time and you can be assured that it will not be used for unauthorized purposes.

Please return the questionnaire to our office in the envelope provided. If you have any questions or comments, or require a survey in Braille or large print, please contact our Employment Equity Officer at 1527, email address equity@uottawa.ca.

Name:

Employee Number:

Questionnaire

Instructions

- Please note that it is possible to self-identify in more than one group.
- Please check all the appropriate boxes.
- The following definitions are those established by the *Employment Equity Act*.

Question 1: Are you an Aboriginal person?

Yes No

Question 2: Are you a member of a visible minority group?

Yes No

Question 3: Are you a person with a disability?

Yes No

Additional data for accommodation purposes:

Please specify how we may accommodate you to help you participate fully in the workplace. If implemented, we want to assure you that these accommodation measures will in no way impact negatively on your hiring, training, promotion or retention in our organization.

As part of our ongoing employment equity work, from time to time we ask designated group members to participate in various activities (e.g. committees, focus groups, to provide feedback on new programs). If you agree to be contacted directly by the Employment Equity Officer for such purposes please check “Yes” below.

Yes No

If you have any observations, questions or suggestions regarding this questionnaire please comment in the space provided below or send an email to equity@uottawa.ca.

We thank you in advance for taking a few minutes of your time to complete the questionnaire.

FAQ's

Question 1

Why should I answer and return the questionnaire?

Your response to the questionnaire is an essential component of the University's commitment to the FCP. Should we fail to comply with these regulations, the University's federal contracts may be at stake. We need all questionnaires to be returned to update information about the University's current staff. However, whether or not you choose to identify yourself as a member of a designated group is left entirely to your discretion.

Question 2

What are the designated groups and why are other groups not mentioned?

Many studies have shown that women, Aboriginal peoples, members of visible minorities and persons with disabilities must overcome major obstacles in terms of employment, such as a high unemployment rate, lower than average salaries, professional segregation and limited chances of advancement. While the federal *Employment Equity Act* only highlights these four groups, policies implemented will be advantageous for the entire work force, including other minority groups not mentioned, since non-discriminatory policies and procedures are beneficial for all members of the University of Ottawa community. Employment equity is thus not an exclusive process, but rather an inclusive one.

Question 3

If the information provided is confidential, why then must my name and identification number appear on the questionnaire?

The University of Ottawa must know, for statistical purposes, the present make-up of its staff, and it must also prepare reports for the government about staff changes. To update the required data, we must remove from the records the names of those employees who leave the University and we must note staffing changes such as promotions and transfers. No information about individuals will be passed on. Further, the reports will not contain any personal information.

Question 4

How will the information be used?

The data from the self-identification questionnaire will be used to compile comprehensive statistical reports which will enable the University to:

- Set hiring and promotional objectives for members of the designated groups;
- Eliminate any discrimination measures or practices affecting members of the designated groups;
- Measure future progress towards employment equity.

The University will then be able to meet the requirements of the Federal Contractors Program and fulfill its commitment towards employment and education equity.

For more information, contact the Employment Equity Officer at 613 562-5800 (1527), email address equity@uottawa.ca.

Definition of designated groups

- **An Aboriginal person** is a North American Indian, Métis or Inuit and/or a Treaty Indian or a Registered Indian and/or a member of an Indian Band/First Nation.
- **Members of a visible minority** are persons in Canada (other than Aboriginal persons defined above) who are non-white in colour or race, regardless of place of birth or citizenship. Examples of visible minority groups include, **but are not limited to**:
 - Black
 - Non-white Latin American (including indigenous persons from Central and South America)
 - East Asia (e.g. Chinese, Japanese, Korean)
 - South Asian/East Indian (e.g. Indian, Pakistani, Bangladeshi, East Indians from Guyana, Trinidad, East Africa)
 - Southeast Asian (e.g. Burmese, Cambodian, Filipino, Laotian, Thai, Vietnamese)
 - Non-white West Asian, North African or Arab (e.g. Iranian, Lebanese, Egyptian, Libyan)
 - Persons of Mixed Origin (e.g. with one parent in one of the visible minority groups listed above).
- **Persons with disabilities** are persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment(s) and who consider themselves to be disadvantaged in employment by reason of that impairment, or who believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment. This also includes persons whose impairment has been accommodated in their current job or workplace.

Examples of disabilities include, **but are not limited to**:

- Co-ordination or dexterity: difficulty using hands or arms, such as grasping objects or using a keyboard
- Mobility: difficulty moving around from one office to another, walking long distances or using stairs
- Blind or visual impairment: unable to see or difficulty seeing, glaucoma (do not include yourself if you can see well with glasses or contact lenses)
- Deaf or hard of hearing: unable to hear or difficulty hearing

- Speech: unable to speak or difficulty speaking and being understood
- Long-term illness: for example asthma, Crohn's disease, arthritis
- Other disabilities: learning, developmental and other types of disabilities.

Self-Identification Questionnaire

The University of Ottawa strongly supports the principle of equity in the workplace, and as such, wishes to ensure that the groups designated by the Government of Canada, namely women, Indigenous (Aboriginal) persons, Racialized persons, and persons with disabilities, are equitably represented at all levels of employment at the University of Ottawa and that they are provided with equal opportunities for advancement according to their aptitudes and expertise.

As part of our Employment Equity Program, the University collects information about our workforce in relation to four designated groups (**women, Indigenous (Aboriginal) persons, Racialized persons, persons with disabilities**). The collection and analysis of this information helps create an accurate picture of our workforce in order to assist with the progression on the University's employment equity goals.

We would like to assure our employees that our workforce is a safe environment in which to self-identify and the data collected will remain confidential and be used for employment equity purposes only. We encourage you to review, update and correct information about yourself at any time.

Please note that your response to the self-identification questionnaire is voluntary. The questionnaire must however, be returned to the Human Rights Office even if you choose not to fill out any additional information.

Please return the questionnaire at email address respect@uottawa.ca. If you have any questions or comments, or require a survey in another format, please contact the Human Rights Office at 5222, email address respect@uottawa.ca.

Name:

Employee Number:

I do not wish to complete the questionnaire.

Questionnaire

Instructions

- Please note that it is possible to self-identify in more than one group.
- Please check all the appropriate boxes.
- The following designated groups are adapted from the *Employment Equity Act*.

Question 1: Do you identify as a woman?

Yes No

Question 2: Do you identify as Indigenous (Aboriginal)?

Yes No

Question 3: Do you identify as a racialized person?

Yes No

Question 4: Do you identify as a person with a disability?

Yes No

If you have any observations, questions or suggestions regarding this questionnaire please comment in the space provided below or send an email to respect@uottawa.ca.

We thank you in advance for taking a few minutes of your time to complete this questionnaire.

Definition of designated groups

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