

HUMBER COLLEGE
2018 EMPLOYMENT EQUITY REPORT
CURRENT STATE ANALYSIS: FULL-TIME EMPLOYEES



Submitted by: The Centre for Human Rights, Equity & Diversity



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Message from President Chris Whitaker

Equity, diversity and inclusion are at the core of what we do every day at Humber. We are committed to advancing a culture where our students and employees feel that they belong, and are respected and valued. Diversity is synonymous with excellence. A strong and effective Employment Equity Program is imperative to Humber's continued success. Broadening the diversity among our students and employees supports Humber's position as a leader in the postsecondary sector. I thank you for your continued commitment to inclusion.

*Sincerely,
Chris Whitaker
President and CEO*



Message from Vice-President Lori Diduch

Humber College complies with the Employment Equity Act in its efforts to achieve and maintain a diverse employee pool. This report presents an analysis of the 2018 Employment Equity data for full-time employees. The analysis identifies areas of success as well as areas to be addressed. For example, while women comprise approximately 60 per cent of total full-time employees, with particular strength at the various managerial levels, we must continue to address the gaps in representation of employees who identify as Racialized Persons, Indigenous People and Persons with Disabilities at the College.

This is Humber's first formal Employment Equity report and it shows that urgent action is required. I invite you to review the report and identify ways in which you can get involved and make a difference. We value courage at Humber. Let's put our values into action as we move forward to ensure equity, diversity and inclusion exists throughout the College and our community.

*Kind regards,
Lori Diduch
Vice-President, Human Resources
& Organizational Effectiveness*



Continue to build a diverse and inclusive community of exceptional students, faculty and staff.
Humber College Strategic Plan: 2018-2023

Introduction

Humber College's (Humber) 2018-2023 Strategic Plan, Pillar #3, Healthy and Inclusive Community, Strategic Priority #7, calls for Humber to establish and implement an institutional framework and strategy for Equity, Diversity and Inclusion (EDI) that addresses the needs of both students and employees. The Centre for Human Rights, Equity & Diversity (the Centre) is tasked to lead this Strategic Priority for Humber.

A key deliverable for the Centre in the 2018-2019 academic year was to determine the current state of employee representation across Humber along with analyzing the data to identify areas of strength and gaps, such as the under-representation of demographic groups. This report presents Humber's Employment Equity data of full-time employees for the calendar year of January 1, 2018 to December 31, 2018. Non-full-time employee data are not included in this report due to technological system limitations which have since been corrected. With the release of Humber's new Human Resources Management System, Centre staff have developed a robust outreach strategy to enable the distribution of the Employment Equity Questionnaire (EEQ) to a wider employee pool that includes non-full-time employees.



Employment Equity Act

Canada's [Employment Equity Act](#) (EEA) was enacted in 1986 and its goal is to achieve equality in the workplace, as articulated in the following passage:

... [N]o person shall be denied employment opportunities or benefits for reasons unrelated to ability and, in the fulfilment of that goal, to correct the conditions of disadvantage in employment experienced by women, Aboriginal peoples, persons with disabilities and members of visible minorities by giving effect to the principle that employment equity means more than treating persons in the same way but also requires special measures and the accommodation of differences.

In 1993, the Province of Ontario adopted the [Employment Equity Act](#), which was repealed in 1995. Ontario's 24 publicly funded Colleges, which have been awarded a federal government contract for goods and services of \$1 million or more, are mandated to comply with the federal EEA. Humber voluntarily complies with the EEA.

The purpose of the Employment Equity Act is twofold. First, the EEA aims to increase the representation of persons from the four "designated groups" also referred to as equity-seeking groups. The four equity-seeking groups are Women, Indigenous Peoples (referred to as Aboriginal People in the EEA), Persons with

Disabilities and Racialized Persons (referred to as Visible Minorities in the EEA). In addition to these four groups, Humber invites employees to respond to questions pertaining to Gender Diversity and Sexual Orientation. It is important to note that socially constructed identities such as race and gender are not necessarily discrete identities, as all people have a number of identities that are intersectional and interlocked. For example, an individual may identify as a Woman, Indigenous, and Racialized. The second purpose of the EEA is to assist organizations to bolster their employment systems and climate to contribute to the increase in the recruitment, retention, promotion and development of members from the equity-seeking groups.

The EEA requires employers to

1. Initiate an employment equity program

- Demonstrate top management commitment to comply with employment equity requirements
- Consult with unions

2. Conduct a workforce analysis

- Conduct a workforce census to identify representation of equity-seeking groups, using self-identification
- Compare representation of equity-seeking groups in the employer's workforce, using self-identification



3. Conduct an employment systems review (ESR)

- Identify all human resources systems, policies and practices
- Analyze these systems, policies and practices to determine how they may have a different impact on equity-seeking group members compared to those who are not members of an equity-seeking group
- Identify which of these systems, policies and practices create barriers
- Provide a basis for corrective action to remove barriers
- Assess the potential for reasonable accommodation to overcome valid barriers (i.e., barriers that exist because of a bona fide occupational requirement and are consistent with human rights legislation)

4. Create an employment equity plan with short-term and long-term goals

- Set goals and timetables for improving representation of equity-seeking groups
- Adopt “special measures” and positive policies and practices designed to remove barriers to equality

5. Establish and sustain an employment equity program

- Continue to implement the voluntary completion of the EEQ
- Complete a workforce analysis and monitor progress in removing barriers and gaps

Note: All post-secondary institutions that have been awarded a federal government contract for goods and services of \$1 million or more are required to:

- Report workforce data to the federal government, which reports publicly on aggregate data as well as individual employer data
- Cooperate with periodic government audits of workplace representation data, employment systems reviews, goals and timetables, special measures, and progress toward goals; authorities may issue directions in case of failure to comply with legislated requirements. (Reference: ESDC Programs and Policy Development: <https://www.canada.ca/en/employment-social-development/programs/employment-equity.html>)



HUMBER'S EMPLOYMENT EQUITY PROGRAM



HUMBER'S EMPLOYMENT EQUITY PROGRAM

Humber instituted its [Employment Equity Program](#) (EEP) in the 1990s and established a union-sanctioned [Equity, Diversity and Inclusion](#) (EDI) Committee, which works in a consultative role to support the College's development of its EEP. With the establishment of Humber's 2018-2023 Strategic Plan, the Centre revitalized the EEP that resulted in the following steps:

1. Revised and implemented a College-wide communication strategy
2. Revised and launched a robust educational program, including an expansion of the EEP's online presence, e.g. [Frequently Asked Questions](#) (See Appendix One)
3. Updated Humber's [Employment Equity Questionnaire](#) (See Appendix Two).

The three initiatives yielded an approximate 30% increase in the response rate to the EEQ compared to previous years.



PROCESSING THE DATA FROM THE EMPLOYMENT EQUITY QUESTIONNAIRE

The responses to the EEQ were entered into Humber's Human Resources Information System and subsequently uploaded to the confidential [Workplace Equity Information Management System](#) (WEIMS). WEIMS aggregates the data to prevent identification of individuals and generates workforce analysis reports. Through the WEIMS system, Humber's representation data for the four equity-seeking groups were compared to the external availability data provided by Statistics Canada based on the Employment Equity Occupational Groups (EEOG).



EMPLOYMENT EQUITY OCCUPATIONAL GROUPS AND NATIONAL OCCUPATIONAL CLASSIFICATION CODES

The 14 Employment Equity Occupational Groups with descriptions and a sample of corresponding job titles are listed in Appendix Three. The statistical analysis provided by the WEIMS system is limited to the four equity-seeking groups; as such, data is not available for an analysis of external labour market availability for persons with diverse gender identities and sexual orientations. The

external labour availability data is used as benchmarks for organizations. [Employment Equity Occupational Groups](#) are defined as job categories arranged in a hierarchal manner based on groupings of [National Occupational Classification](#) (NOC) codes developed by Statistics Canada. The two major attributes of jobs, which were used as classification criteria in developing the NOC, are skill

level and skill type. Skill level is defined as the amount and type of education and training required to enter and perform the duties of an occupation and skill type is defined as the type of work performed. Using a gap analysis approach, WEIMS identified areas for improvement at Humber which is evident from the data presented later in this report.



What is a Gap Analysis?

The [Gap Analysis](#), also known as the Labour Availability Analysis, calculates the difference between the internal representation of equity-seeking groups based on self-identification and the representation of qualified candidates from equity-seeking groups in the external labour force. The external availability data is provided by [Statistics Canada](#) and takes into consideration the local, provincial or national geographic area where the recruitment would take place.

The formula to calculate the Gap Analysis Percentage is:

$$\text{Gap Analysis Percentage} = \frac{\text{Internal Representation minus External Availability}}{\text{External Availability}} \times 100\%$$



OVERALL REPRESENTATION OF FULL-TIME EMPLOYEES AT HUMBER COLLEGE IN THE FOUR EQUITY-SEEKING GROUPS

On December 31, 2018, there were 1633 active full-time employees at Humber across the three employment categories - Faculty, Support and Administrative staff. The following representation data is based on full-time employees' self-identification via the Employment Equity Questionnaire:



Note: The total may not equal the sum of components due to rounding and individuals may identify belonging to more than one equity-seeking group.



Employment Equity Data Analysis for the Equity-Seeking Groups

Humber's overall representation data along with the corresponding external labour availability from Statistics Canada and gap analysis is presented in this report for each of the four equity-seeking groups. Additionally, representation data, labour availability and gap analyses are described for each equity-seeking group where the data shows that Humber is doing well within specific Employment Equity Occupational Groups and where gaps in representation exist based on Statistics Canada data.

Interpreting the Employment Equity Data Analysis

Humber follows the principles outlined in the [Federal Contractor's Program \(FCP\)](#). The FCP articulates that there is an expectation that representation rates (i.e., the proportion of staff identifying in each of the equity-seeking groups) will be approaching, at, or above the external availability of qualified candidates for the equity-seeking groups and the EEOG. WEIMS provides the external labour availability for each equity-seeking group based on the 14 EEOGs.

Throughout this report the term "less than" is used when the number of full-time employees who identify in the specific equity-seeking group and/or EEOG is less than five (5) in order to protect the privacy of the employees.



EMPLOYMENT EQUITY DATA ANALYSIS FOR THE EQUITY-SEEKING GROUP: WOMEN

At Humber, approximately 58% of the full-time employees self-identify as Women. Based on the external availability data distilled by Statistics Canada, Humber is doing well overall in terms of this equity-seeking group. Humber exceeds the external labour availability in the Employment Equity Occupational Groups of Senior Managers and Middle & Other Managers. However, there is a gap in representation in the number of women in the EEOG of Professionals and Semi-Professionals and Technicians. The analysis is presented below with specific EEOGs where Humber is doing well and where a gap in representation exists.

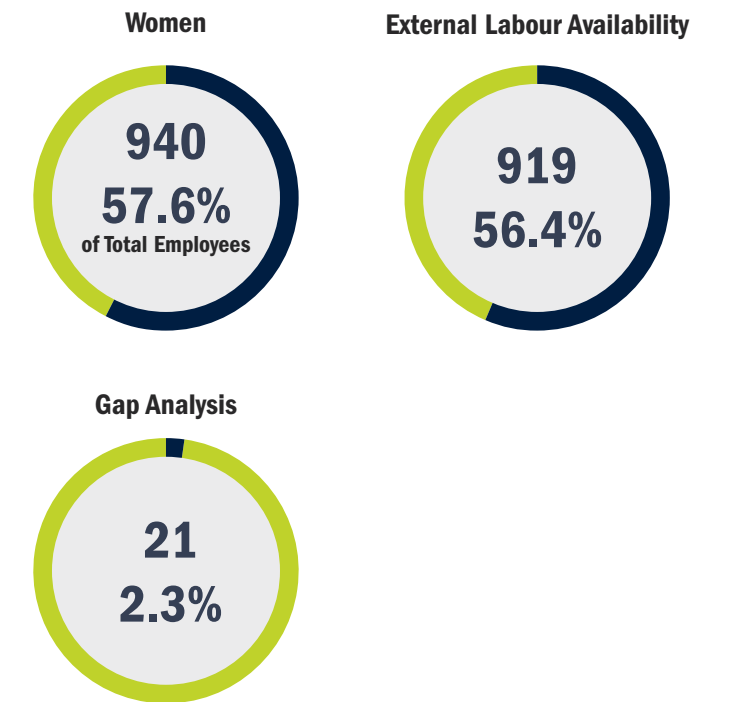
Women

Representation Analysis:

At Humber 940 full-time employees self-identified as Women on the EEQ. This represents 57.6% of the total full-time employees at Humber based on completed EEQs.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Women for Humber's workforce is 56.4%. Therefore, at minimum there should be 919 Women employed at Humber. Humber's full-time workforce who self-identify as Women exceeds the available labour pool by 21 Women (2.3%).



Total may not equal sum of components due to rounding.



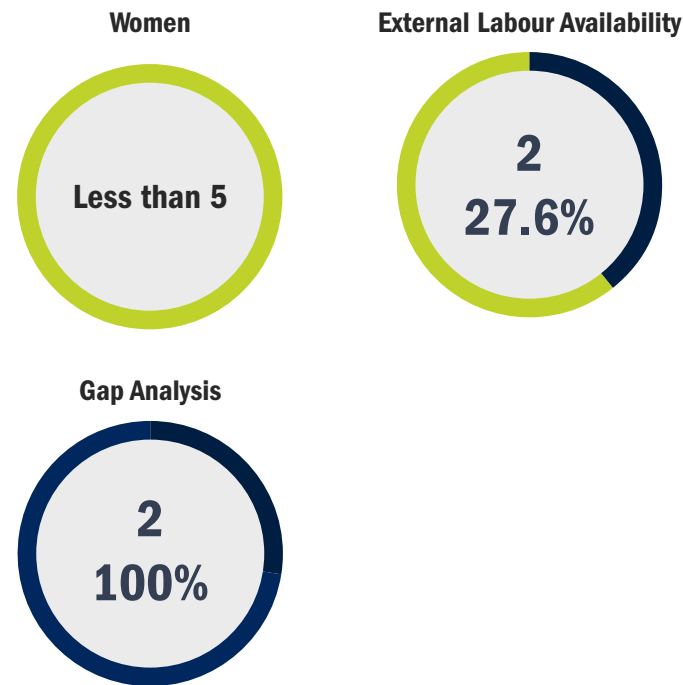
Senior Managers

Representation Analysis:

Humber has nine (9) full-time employees who work in the EEOG of Senior Managers and less than 5 of these employees self-identify as Women.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Senior Managers who identify as Women for Humber's workforce is 27.6%. Therefore, at minimum Humber should have two (2) Women employed as Senior Managers. Humber's full-time workforce who self-identify as Women in this EEOG exceeds the available labour pool by two (2) Women (100%).



Examples of Senior Manager roles at Humber:

- President
- Vice-President



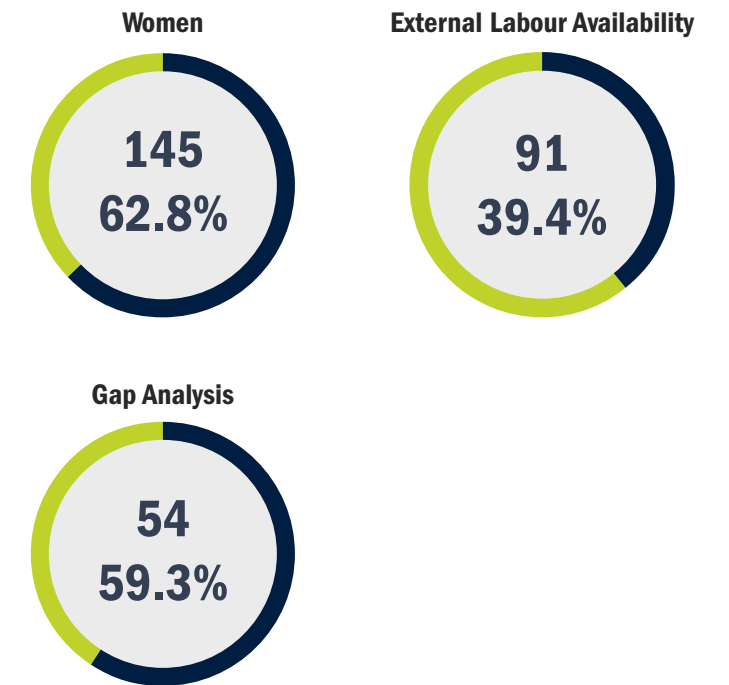
Middle & Other Managers

Representation Analysis:

Humber has 231 full-time employees who work in the EEOG of Middle & Other Managers and 145 of these employees self-identify as Women.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Middle & Other Managers who identify as Women for Humber's workforce is 39.4%. Therefore, at minimum Humber should have 91 Women employed as Middle & Other Managers. Humber's full-time workforce who self-identify as Women in this EEOG exceeds the available labour pool by 54 Women (59.3%).



Examples of Middle and Other Managers roles at Humber:

- Business Manager
- Manager, Social Media
- Manager, Accounts Payable



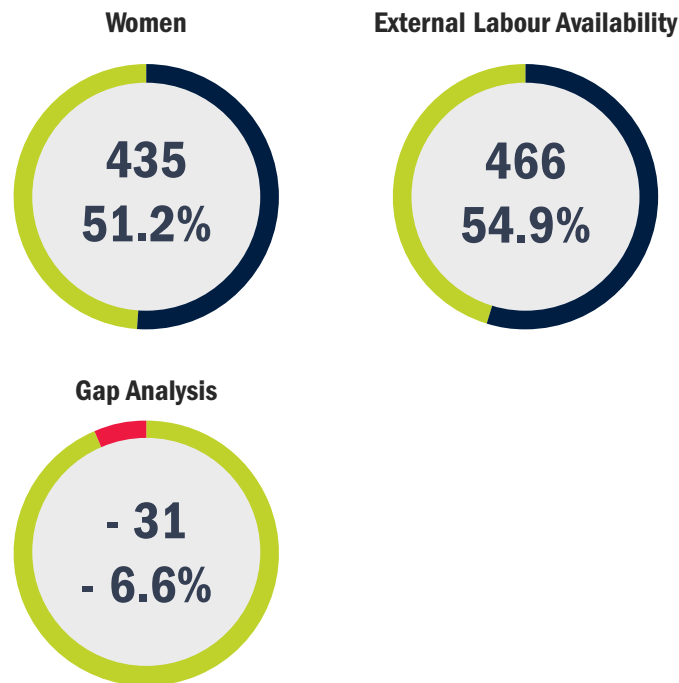
Professionals

Representation Analysis:

Humber has 849 full-time employees who work in the EEOG of Professionals and 435 of these employees self-identify as Women.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Professionals who identify as Women for Humber's workforce is 54.9%. Therefore, at minimum Humber should have 466 Women employed as Professionals. Humber's full-time workforce who self-identify as Women in this EEOG is less than the available labour pool by 31 Women (- 6.6%). This provides an opportunity for improvement to close this gap.



Examples of Professionals roles at Humber:

- Professor
- Counsellor
- Registered Nurse



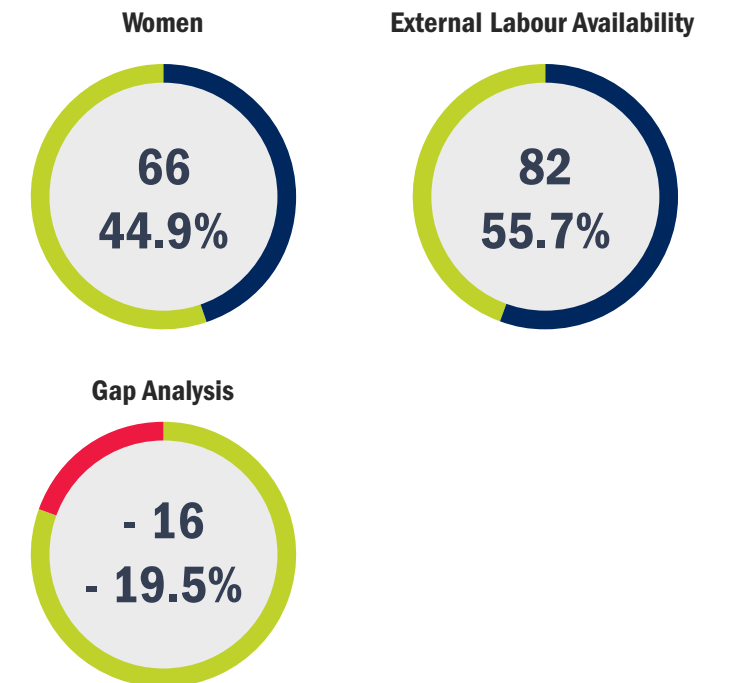
Semi-Professionals and Technicians

Representation Analysis:

Humber has 147 full-time employees who work in the EEOG of Semi-Professionals and Technicians and 66 of these employees self-identify as Women.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Semi-Professionals and Technicians who identify as Women for Humber's workforce is 55.7%. Therefore, at minimum Humber should have 82 Women employed as Semi-Professionals and Technicians. Humber's full-time workforce who self-identify as Women in this EEOG is less than the available labour pool by 16 Women (- 19.5%). This provides an opportunity for improvement to close this gap.

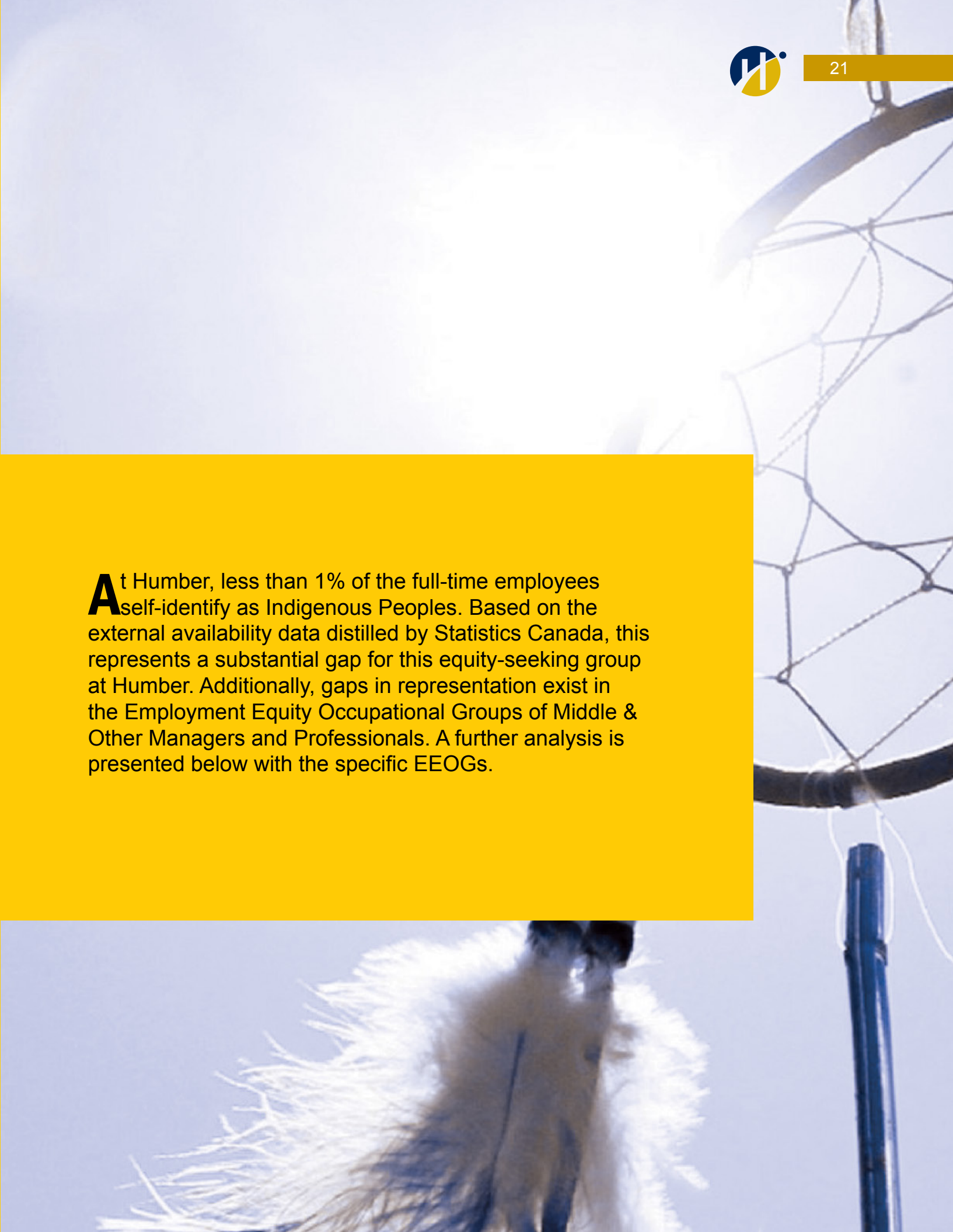


Examples of Semi-Professionals and Technicians roles at Humber:

- Registration & Records Specialist
- Alternative Media Technician
- Digital Media Technician



EMPLOYMENT EQUITY DATA ANALYSIS FOR THE EQUITY-SEEKING GROUP: INDIGENOUS PEOPLES



At Humber, less than 1% of the full-time employees self-identify as Indigenous Peoples. Based on the external availability data distilled by Statistics Canada, this represents a substantial gap for this equity-seeking group at Humber. Additionally, gaps in representation exist in the Employment Equity Occupational Groups of Middle & Other Managers and Professionals. A further analysis is presented below with the specific EEOGs.



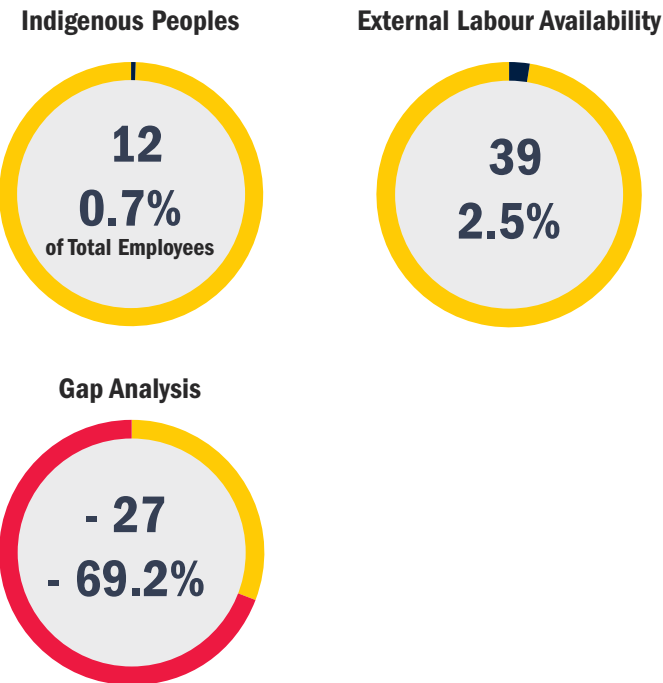
Indigenous Peoples

Representation Analysis:

At Humber 12 full-time employees self-identified as Indigenous Peoples on the EEQ. This is 0.7% of the total employees at Humber based on completed EEQs.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Indigenous Peoples for Humber's workforce is 2.5%. Therefore, at minimum there should be 39 Indigenous Peoples employed at Humber. Humber's full-time workforce who self-identify as Indigenous Peoples is less than the available labour pool by 27 Indigenous Peoples (- 69.2%). This provides an opportunity for improvement to close this gap.



Total may not equal sum of components due to rounding



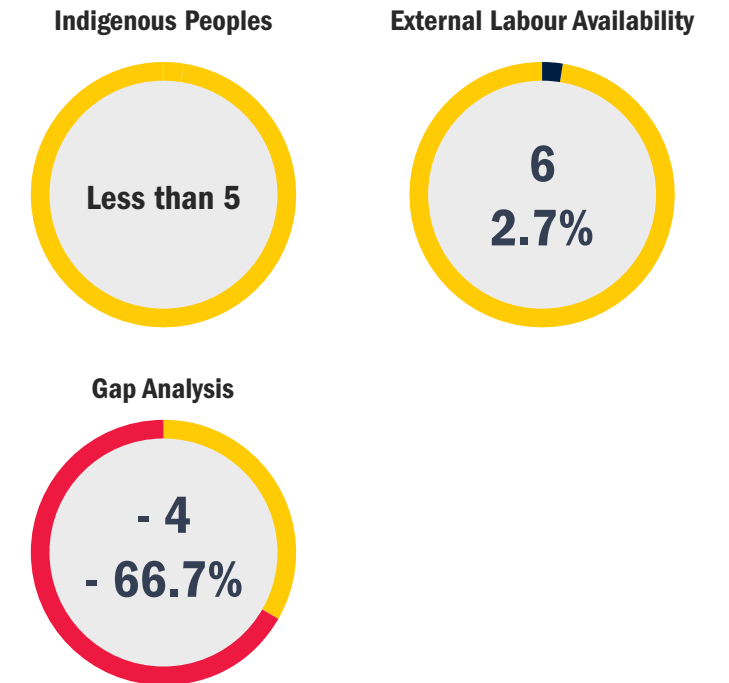
Middle & Other Managers

Representation Analysis:

Humber has 231 full-time employees who work in the EEOG of Middle & Other Managers and less than five (5) of these employees self-identify as Indigenous Peoples.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Middle & Other Managers who identify as Indigenous Peoples for Humber's workforce is 2.7%. Therefore, at minimum Humber should have six (6) Indigenous Peoples employed as Middle & Other Managers. Humber's full-time workforce who self-identify as Indigenous Peoples in this EEOG is less than the available labour pool by four (4) Indigenous Peoples (- 66.7%). This provides an opportunity for improvement to close this gap.



Examples of Middle and Other Managers roles at Humber:

- Business Manager
- Manager, Social Media
- Manager, Accounts Payable



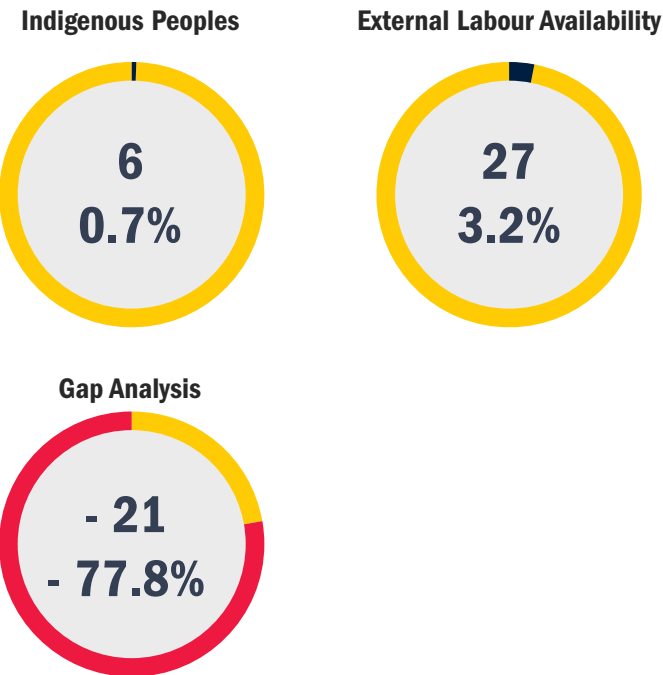
Professionals

Representation Analysis:

Humber has 849 full-time employees who work in the EEOG of Professionals and six (6) of these employees self-identify as Indigenous Peoples.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Professionals who identify as Indigenous Peoples for Humber's workforce is 3.2%. Therefore, at minimum Humber should have 27 Indigenous Peoples employed as Professionals. Humber's full-time workforce who self-identify as Indigenous Peoples in this EEOG is less than the available labour pool by 21 Indigenous Peoples (- 77.8%). This provides an opportunity for improvement to close this gap.



Examples of Professionals roles at Humber:

- Professor
- Counsellor
- Registered Nurse



Semi-Professionals and Technicians

Representation Analysis:

Humber has 147 full-time employees who work in the EEOG of Semi-Professionals and Technicians and less than five (5) of these employees self-identify as Indigenous Peoples.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Semi-Professionals and Technicians who identify as Indigenous Peoples for Humber's workforce is 2.2%. Therefore, at minimum Humber should have three (3) Indigenous Peoples employed as Semi-Professionals and Technicians. Even though Humber's full-time workforce who self-identify as Indigenous Peoples in this EEOG equals the available labour pool, there is still an opportunity for improvement here.



Examples of Semi-Professionals and Technicians roles at Humber:

- Registration & Records Specialist
- Alternative Media Technician
- Digital Media Technician



EMPLOYMENT EQUITY DATA ANALYSIS FOR THE EQUITY-SEEKING GROUP: **PERSONS WITH DISABILITIES**



At Humber, approximately 3% of the full-time employees self-identify as Persons with Disabilities. Based on the external availability data distilled by Statistics Canada, this represents an overall considerable gap for this equity-seeking group at Humber. Additionally, gaps in representation of Persons with Disabilities exist for half of the Employment Equity Occupational Groups. A further analysis is presented below showing the gaps in representations with the specific EEOGs.



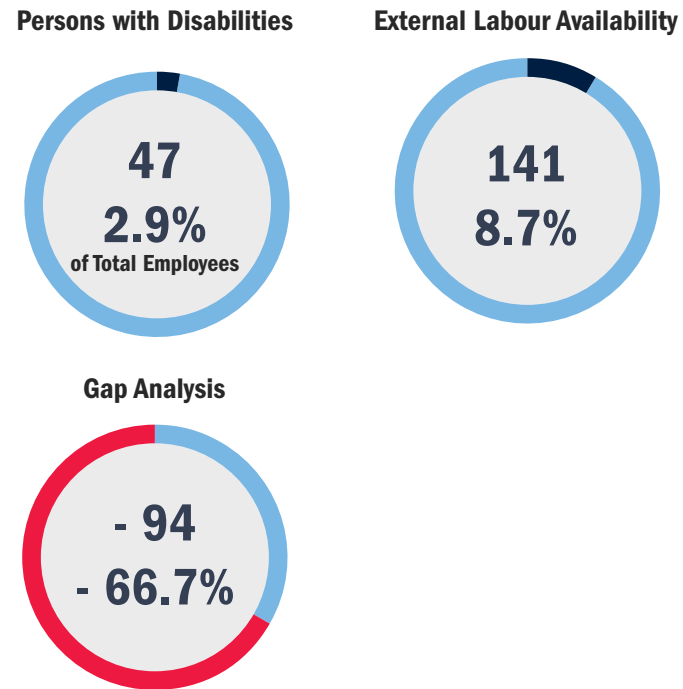
Persons with Disabilities

Representation Analysis:

At Humber 47 full-time employees self-identified as Persons with Disabilities on the EEQ. This is 2.9% of the total employees at Humber based on completed EEQs.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Persons with Disabilities for Humber's workforce is 8.7%. Therefore, at minimum there should be 141 Persons with Disabilities employed at Humber. Humber's full-time workforce who self-identify as Persons with Disabilities is less than the available labour pool by 94 Persons with Disabilities (- 66.7%). This provides an opportunity for improvement to close this gap.



Total may not equal sum of components due to rounding



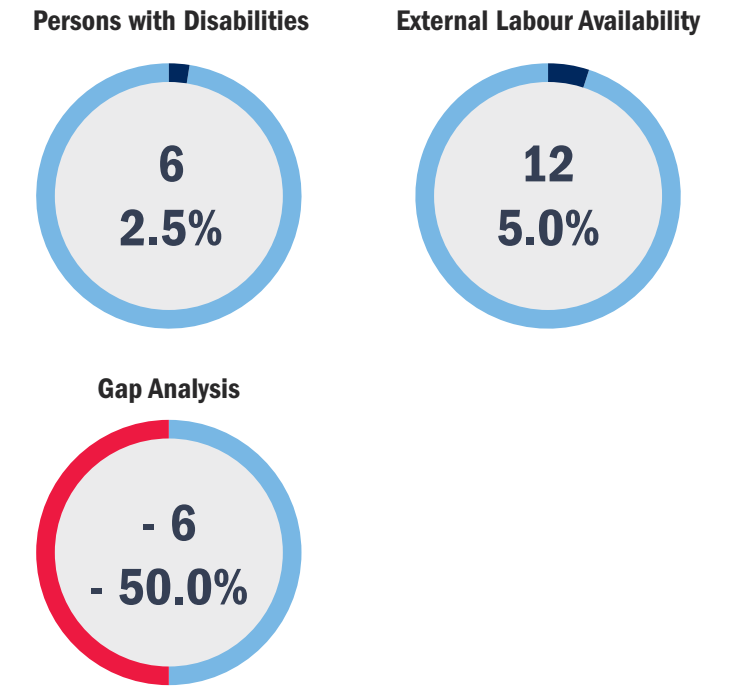
Senior Managers and Middle & Other Managers

Representation Analysis:

Humber has 240 full-time employees who work in the EEOG of Middle & Other Managers and six (6) of these employees self-identify as Persons with Disabilities.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Senior Managers and Middle & Other Managers who identify as Persons with Disabilities for Humber's workforce is 5.0%. Therefore, at minimum Humber should have 12 Persons with Disabilities employed as Senior Managers and Middle & Other Managers. Humber's full-time workforce who self-identify as Persons with Disabilities in these two EEOGs is less than the available labour pool by six (6) Persons with Disabilities (- 50.0%). This provides an opportunity for improvement to close this gap.



Examples of Managers roles at Humber:

- Business Manager
- Manager, Social Media
- Manager, Accounts Payable



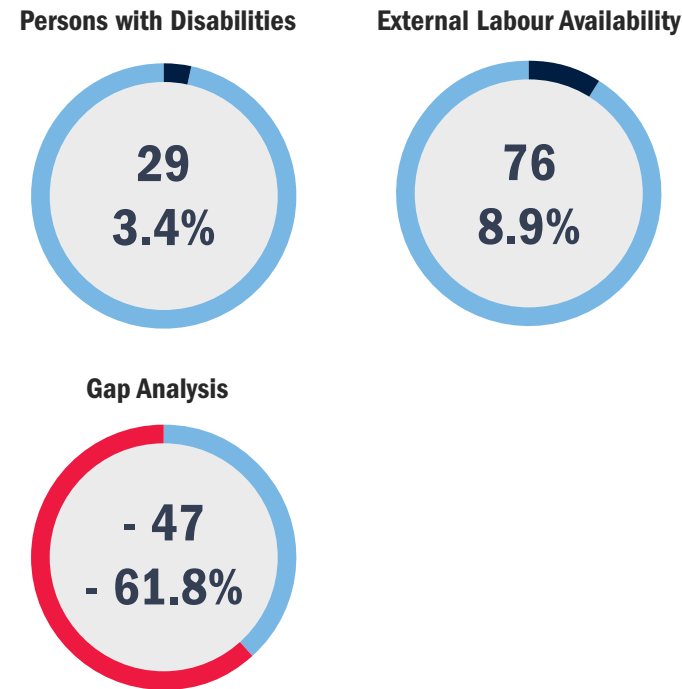
Professionals

Representation Analysis:

Humber has 849 full-time employees who work in the EEOG of Professionals and 29 of these employees self-identify as Persons with Disabilities.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Professionals who identify as Persons with Disabilities for Humber's workforce is 8.9%. Therefore, at minimum Humber should have 76 Persons with Disabilities employed as Professionals. Humber's full-time workforce who self-identify as Persons with Disabilities in this EEOG is less than the available labour pool by 47 Persons with Disabilities (- 61.8%). This provides an opportunity for improvement to close this gap.



Examples of Professionals roles at Humber:

- Professor
- Counsellor
- Registered Nurse



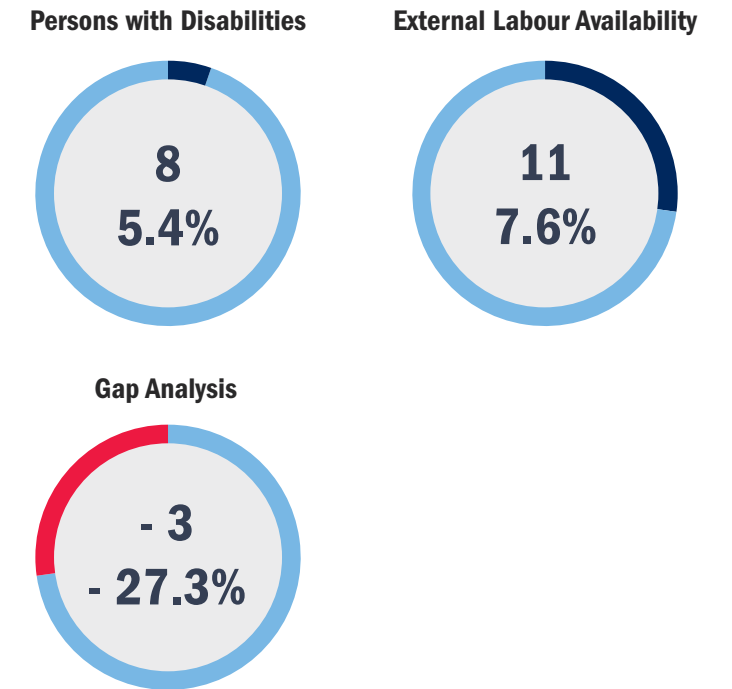
Semi-Professionals and Technicians

Representation Analysis:

Humber has 147 full-time employees who work in the EEOG of Semi-Professionals and Technicians and eight (8) of these employees self-identify as Persons with Disabilities.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Semi-Professionals and Technicians who identify as Persons with Disabilities for Humber's workforce is 7.6%. Therefore, at minimum Humber should have 11 Persons with Disabilities employed as Semi-Professionals and Technicians. Humber's full-time workforce who self-identify as Persons with Disabilities in this EEOG is less than the available labour pool by three (3) Persons with Disabilities (- 27.3%). This provides an opportunity for improvement to close this gap.



Examples of Semi-Professionals and Technicians roles at Humber:

- Registration & Records Specialist
- Alternative Media Technician
- Digital Media Technician



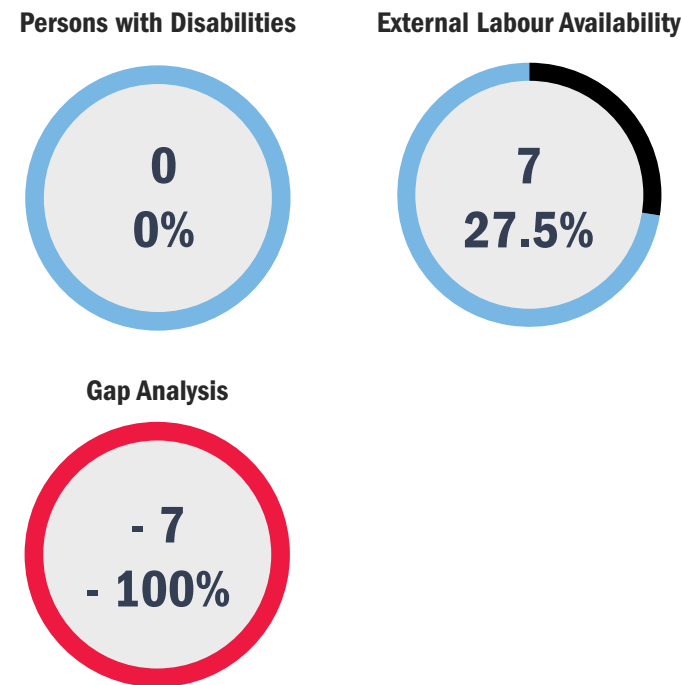
Supervisors

Representation Analysis:

Humber has 27 full-time employees who work in the EEOG of Supervisors and none of these employees self-identify as Persons with Disabilities.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Supervisors who identify as Persons with Disabilities for Humber's workforce is 27.5%. Therefore, at minimum Humber should have seven (7) Persons with Disabilities employed as Supervisors. Humber's full-time workforce who self-identify as Persons with Disabilities in this EEOG is less than the available labour pool by seven (7) Persons with Disabilities (- 100%). This provides an opportunity for improvement to close this gap.



Examples of Supervisors roles at Humber:

- Site Supervisor
- Supervisor Digital Solutions
- Coordinator, Retail Operations



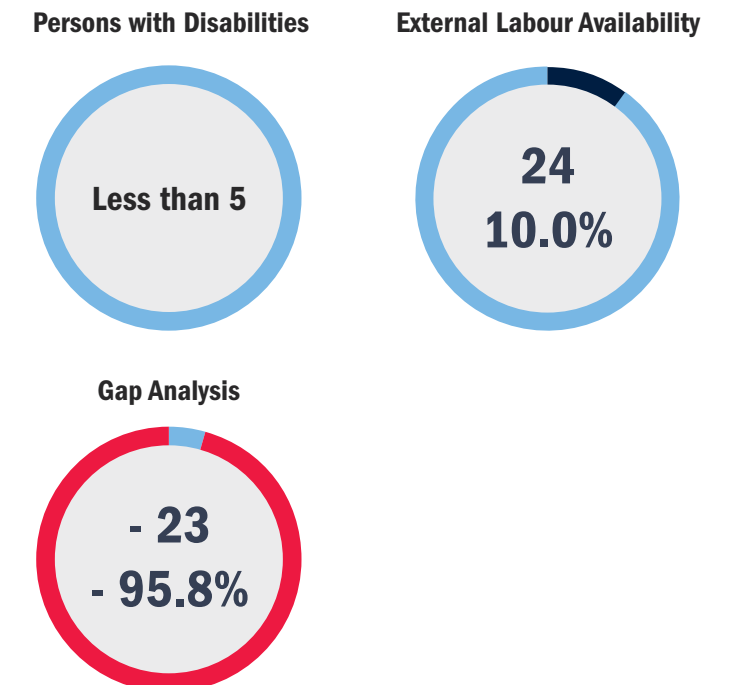
Administrative & Senior Clerical Personnel

Representation Analysis:

Humber has 237 full-time employees who work in the EEOG of Administrative & Senior Clerical Personnel and less than five (5) of these employees self-identify as Persons with Disabilities.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Administrative & Senior Clerical Personnel who identify as Persons with Disabilities for Humber's workforce is 10.0%. Therefore, at minimum Humber should have 24 Persons with Disabilities employed as Administrative & Senior Clerical Personnel. Humber's full-time workforce who self-identify as Persons with Disabilities in this EEOG is less than the available labour pool by 23 Persons with Disabilities (- 95.8%). This provides an opportunity for improvement to close this gap.



Examples of Administrative & Senior Clerical Personnel roles at Humber:

- Administrative Coordinator
- Executive Assistant
- Coordinator, Front Desk



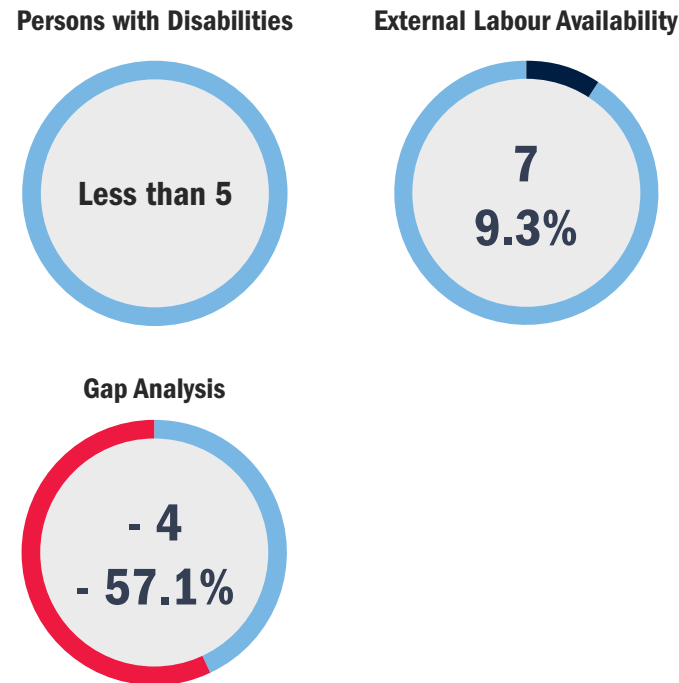
Clerical Personnel

Representation Analysis:

Humber has 78 full-time employees who work in the EEOG of Clerical Personnel and less than five (5) of these employees self-identify as Persons with Disabilities.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Clerical Personnel who identify as Persons with Disabilities for Humber's workforce is 9.3%. Therefore, at minimum Humber should have seven (7) Persons with Disabilities employed as Clerical Personnel. Humber's full-time workforce who self-identify as Persons with Disabilities in this EEOG is less than the available labour pool by four (4) Persons with Disabilities (- 57.1%). This provides an opportunity for improvement to close this gap.



Examples of Clerical Personnel roles at Humber:

- Administrative Assistant
- Program Assistant
- Receptionist



Intermediate Sales & Service Personnel

Representation Analysis:

Humber has 31 full-time employees who work in the EEOG of Intermediate Sales & Service Personnel and none of these employees self-identify as Persons with Disabilities.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Intermediate Sales & Service Personnel who identify as Persons with Disabilities for Humber's workforce is 10.8%. Therefore, at minimum Humber should have three (3) Persons with Disabilities employed as Intermediate Sales & Service Personnel. Humber's full-time workforce who self-identify as Persons with Disabilities in this EEOG is less than the available labour pool by three (3) Persons with Disabilities (- 100%). This provides an opportunity for improvement to close this gap.



Example of an Intermediate Sales & Service Personnel role at Humber:

- Retail Operations Assistant



EMPLOYMENT EQUITY DATA ANALYSIS FOR THE EQUITY- SEEKING GROUP: **RACIALIZED PERSONS**



At Humber, approximately 20% of the full-time employees self-identify as Racialized Persons. Based on the external availability data distilled by Statistics Canada, this represents a notable gap for this equity-seeking group at Humber. Additionally, gaps in representation of Racialized Persons exist for more than half of the Employment Equity Occupational Groups. A further analysis is presented below showing the gaps in representations with the specific EEOGs.



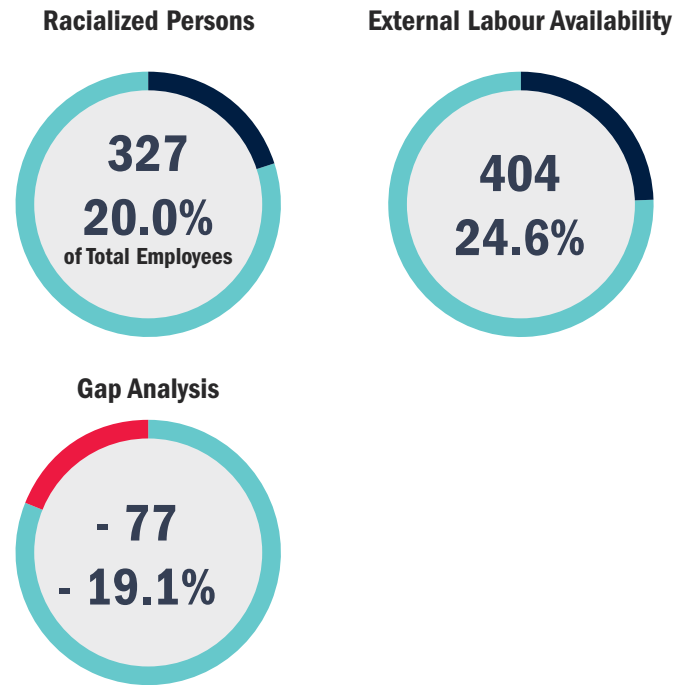
Racialized Persons

Representation Analysis:

At Humber 327 full-time employees self-identified as Racialized Persons on the EEQ. This is 20.0% of the total employees at Humber based on completed EEQs.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Racialized Persons for Humber's workforce is 24.6%. Therefore, at minimum there should be 404 Racialized Persons employed at Humber. Humber's full-time workforce who self-identify as Racialized Persons is less than the available labour pool by 77 Racialized Persons (- 19.1%). This provides an opportunity for improvement to close this gap.



Total may not equal sum of components due to rounding.



Senior Managers

Representation Analysis:

Humber has nine (9) full-time employees who work in the EEOG of Senior Managers and less than five (5) of these employees self-identify as Racialized Persons.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Senior Managers who identify as Racialized Persons for Humber's workforce is 11.5%. Therefore, at minimum Humber should have one (1) Racialized Person employed as a Senior Manager. Humber's full-time workforce who self-identify as Racialized Persons in this EEOG exceeds the available labour pool by one (1) Racialized Person (100%).



Examples of Senior Managers roles at Humber:

- President
- Vice-President



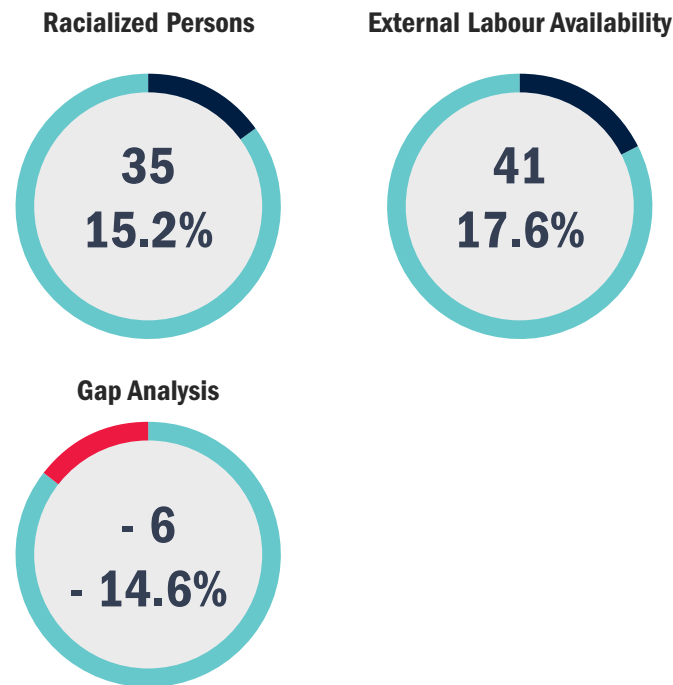
Middle & Other Managers

Representation Analysis:

Humber has 231 full-time employees who work in the EEOG of Middle & Other Managers and 35 of these employees self-identify as Racialized Persons.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Middle & Other Managers who identify as Racialized Persons for Humber's workforce is 17.6%. Therefore, at minimum Humber should have 41 Racialized Persons employed as Middle & Other Managers. Humber's full-time workforce who self-identify as Racialized Persons in this EEOG is less than the available labour pool by six (6) Racialized Persons (-14.6%). This provides an opportunity for improvement to close this gap.



Examples of Middle and Other Managers roles at Humber:

- Business Manager
- Manager, Social Media
- Manager, Accounts Payable



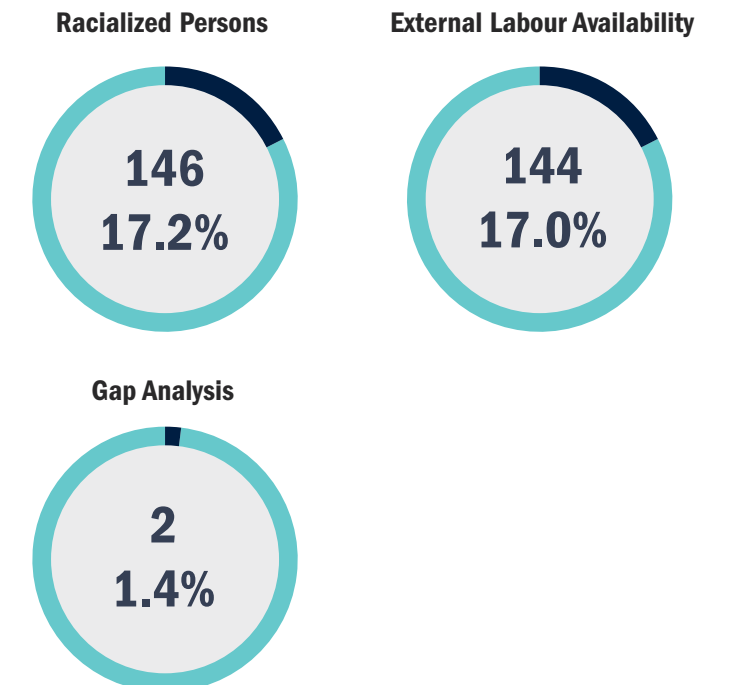
Professionals

Representation Analysis:

Humber has 849 full-time employees who work in the EEOG of Professionals and 146 of these employees self-identify as Racialized Persons.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Professionals who identify as Racialized Persons for Humber's workforce is 17.0%. Therefore, at minimum Humber should have 144 Racialized Persons employed as Professionals. Humber's full-time workforce who self-identify as Racialized Persons in this EEOG exceeds the available labour pool by two (2) Racialized Persons (1.4%).



Examples of Professionals roles at Humber:

- Professor
- Counsellor
- Registered Nurse



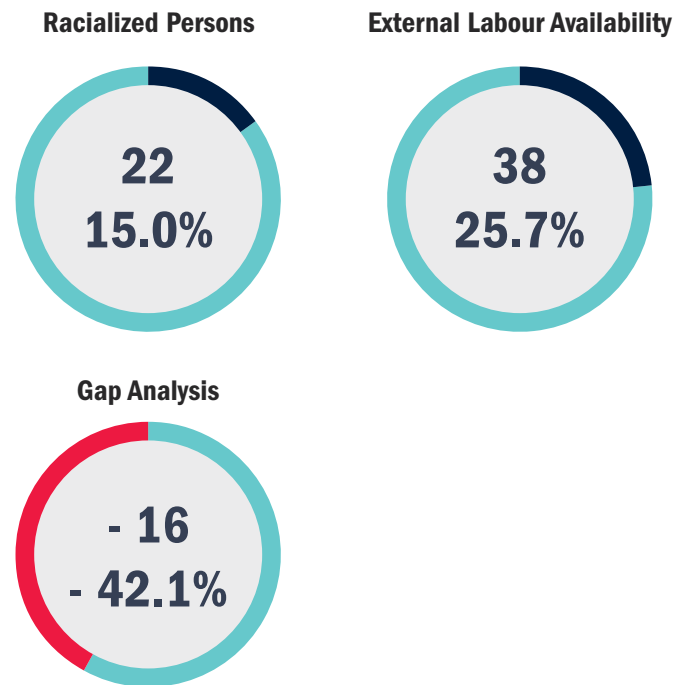
Semi-Professionals and Technicians

Representation Analysis:

Humber has 147 full-time employees who work in the EEOG of Semi-Professionals and Technicians and 22 of these employees self-identify as Racialized Persons.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Semi-Professionals and Technicians who identify as Racialized Persons for Humber's workforce is 25.7%. Therefore, at minimum Humber should have 38 Racialized Persons employed as Semi-Professionals and Technicians. Humber's full-time workforce who self-identify as Racialized Persons in this EEOG is less than the available labour pool by 16 Racialized Persons (- 42.1%). This provides an opportunity for improvement to close this gap.



Examples of Semi-Professionals and Technicians roles at Humber:

- Registration & Records Specialist
- Alternative Media Technician
- Digital Media Technician



Supervisors

Representation Analysis:

Humber has 27 full-time employees who work in the EEOG of Supervisors and five (5) of these employees self-identify as Racialized Persons.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Supervisors who identify as Racialized Persons for Humber's workforce is 51.5%. Therefore, at minimum Humber should have 14 Racialized Persons employed as Supervisors. Humber's full-time workforce who self-identify as Racialized Persons in this EEOG is less than the available labour pool by nine (9) Racialized Persons (- 64.3%). This provides an opportunity for improvement to close this gap.



Examples of Supervisors roles at Humber:

- Site Supervisor
- Supervisor Digital Solutions
- Coordinator, Retail Operations



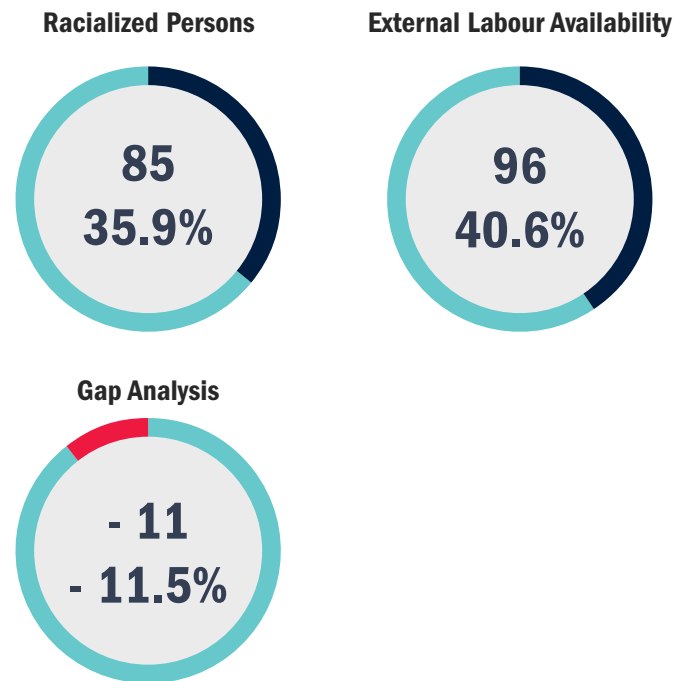
Administrative & Senior Clerical Personnel

Representation Analysis:

Humber has 237 full-time employees who work in the EEOG of Administrative & Senior Clerical Personnel and 85 of these employees self-identify as Racialized Persons.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Administrative & Senior Clerical Personnel who identify as Racialized Persons for Humber's workforce is 40.6%. Therefore, at minimum Humber should have 96 Racialized Persons employed as Administrative & Senior Clerical Personnel. Humber's full-time workforce who self-identify as Racialized Persons in this EEOG is less than the available labour pool by 11 Racialized Persons (- 11.5%). This provides an opportunity for improvement to close this gap.



Examples of Administrative & Senior Clerical Personnel roles at Humber:

- Administrative Coordinator
- Executive Assistant
- Coordinator, Front Desk



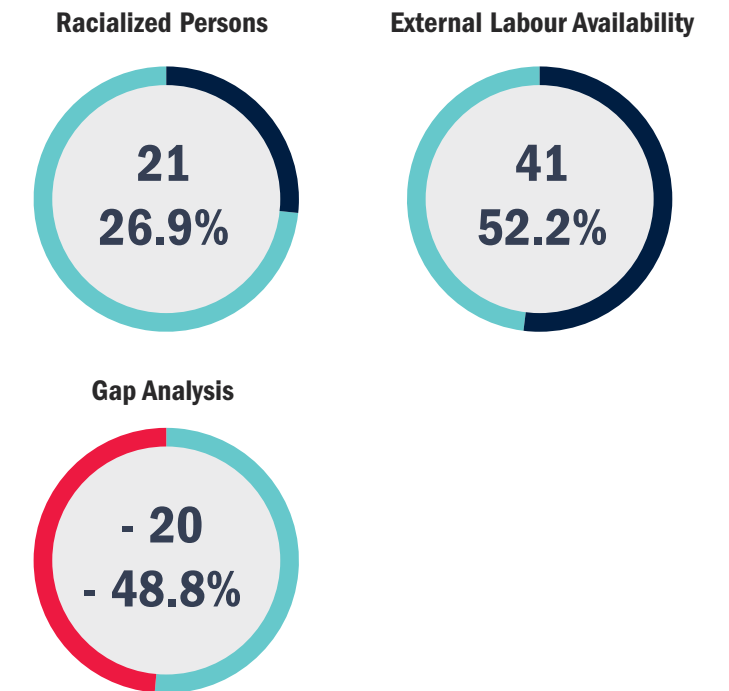
Clerical Personnel

Representation Analysis:

Humber has 78 full-time employees who work in the EEOG of Clerical Personnel and 21 of these employees self-identify as Racialized Persons.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Clerical Personnel who identify as Racialized Persons for Humber's workforce is 52.2%. Therefore, at minimum Humber should have 41 Racialized Persons employed as Clerical Personnel. Humber's full-time workforce who self-identify as Racialized Persons in this EEOG is less than the available labour pool by 20 Racialized Persons (- 48.8%). This provides an opportunity for improvement to close this gap.



Examples of Clerical Personnel roles at Humber:

- Administrative Assistant
- Program Assistant
- Receptionist



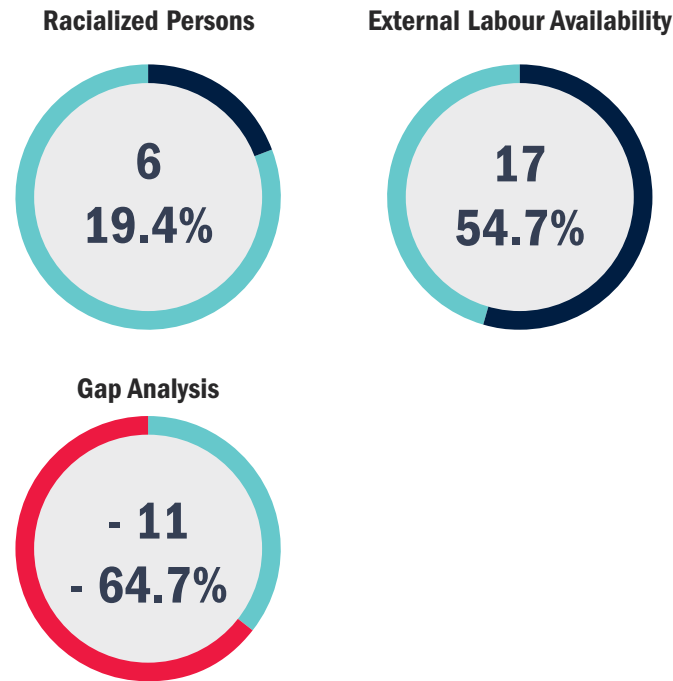
Intermediate Sales & Service

Representation Analysis:

Humber has 31 full-time employees who work in the EEOG of Intermediate Sales & Service Personnel and six (6) of these employees self-identify as Racialized Persons.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Intermediate Sales & Service Personnel who identify as Racialized Persons for Humber's workforce is 54.7%. Therefore, at minimum Humber should have 17 Racialized Persons employed as Intermediate Sales & Service Personnel. Humber's full-time workforce who self-identify as Racialized Persons in this EEOG is less than the available labour pool by 11 Racialized Persons (- 64.7%). This provides an opportunity for improvement to close this gap.



Example of an Intermediate Sales & Service Personnel role at Humber:

- Retail Operations Assistant



Semi-Skilled Manual Workers

Representation Analysis:

Humber has four (4) full-time employees who work in the EEOG of Semi-Skilled Manual Workers and less than five (5) of these employees self-identify as Racialized Persons.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Semi-Skilled Manual Workers who identify as Racialized Persons for Humber's workforce is 62.9%. Therefore, at minimum Humber should have three (3) Racialized Persons employed as Semi-Skilled Manual Workers. Humber's full-time workforce who self-identify as Racialized Persons in this EEOG is less than the available labour pool by two (2) Racialized Persons (- 66.7%). This provides an opportunity for improvement to close this gap.



Examples of Semi-skilled Manual Workers roles at Humber:

- Mover/Installer
- Senior Mover



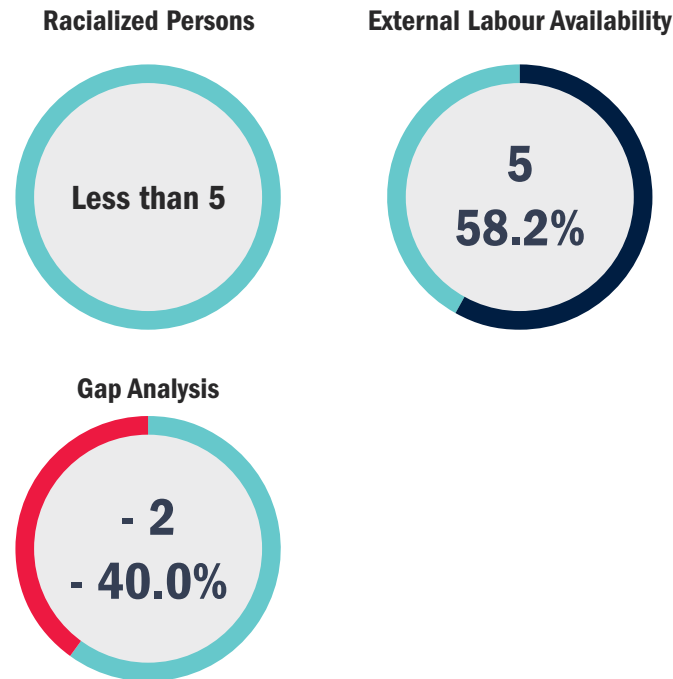
Other Sales & Service Personnel

Representation Analysis:

Humber has eight (8) full-time employees who work in the EEOG of Other Sales & Service Personnel and less than five (5) of these employees self-identify as Racialized Persons.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Other Sales & Service Personnel who identify as Racialized Persons for Humber's workforce is 58.2%. Therefore, at minimum Humber should have five (5) Racialized Persons employed as Other Sales & Service Personnel. Humber's full-time workforce who self-identify as Racialized Persons in this EEOG is less than the available labour pool by two (2) Racialized Persons (- 40.0%). This provides an opportunity for improvement to close this gap.



Examples of Other Sales & Service Personnel roles at Humber:

- Food Service Worker
- General Maintenance Worker
- Residence Housekeeper



Other Manual Workers

Representation Analysis:

Humber has four (4) full-time employees who work in the EEOG of Other Manual Workers and none of these employees self-identify as Racialized Persons.

Labour Availability Analysis:

The external labour availability based on Statistics Canada data for qualified Other Manual Workers who identify as Racialized Persons for Humber's workforce is 56.3%. Therefore, at minimum Humber should have two (2) Racialized Persons employed as Other Manual Workers. Humber's full-time workforce who self-identify as Racialized Persons in this EEOG is less than the available labour pool by two (2) Racialized Persons (- 100%). This provides an opportunity for improvement to close this gap.



Examples of Other Manual Workers roles at Humber:

- Groundskeeper
- Landscape Technician



TOTAL NUMBER OF HIRES FROM JANUARY 1, 2018 TO DECEMBER 31, 2018 BASED ON THE EQUITY-SEEKING GROUPS

In the 2018 calendar year, Humber College hired 146 new employees. The following are the representation rates for the new hires based on their self-identification via the Employment Equity Questionnaire:



Number of Hires from January 1, 2018 to December 31, 2018 based on the Equity-Seeking Groups





TERMINATION OF EMPLOYMENT IN 2018 BASED ON THE EQUITY-SEEKING GROUPS

In the 2018 calendar year, there were a total of 69 Involuntary Terminations and Voluntary Terminations (Resignations) at Humber.



The following table breaks down the termination data based on the equity-seeking groups:

	Involuntary Termination	Voluntary Termination (Resignation)	Total
Women	6	38	44
Indigenous Peoples	0	0	0
Persons with Disabilities	1	4	5
Racialized Persons	0	11	11

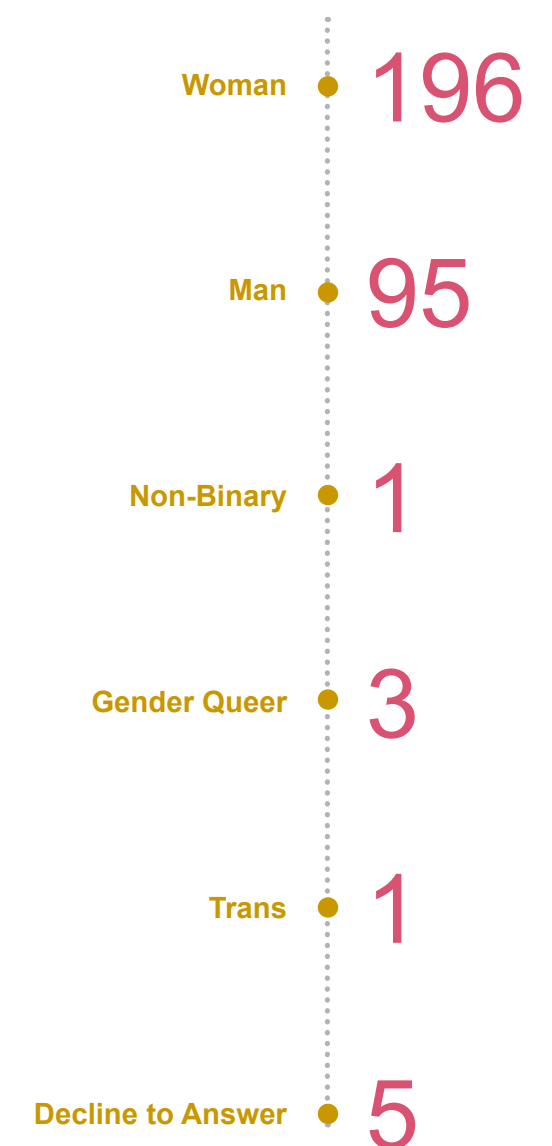


GENDER DIVERSITY AND SEXUAL ORIENTATION DEMOGRAPHIC DATA

As mentioned earlier in this report, Humber added questions pertaining to Gender Diversity and Sexual Orientation to the Employment Equity Questionnaire. Gender Diversity and Sexual Orientation demographic data was not captured in the existing Human Resources Information System (HRIS) and as such we have no fulsome way to report this data. The data below is gathered from the paper-based Employment Equity Questionnaires collected in 2018. As noted earlier, the statistical analysis provided by the WEIMS system is limited to the four equity-seeking groups; as such, data is not available for an analysis of external labour market availability for persons with diverse gender identities and sexual orientations.



Gender Diversity:
Total Number of Responses to Gender Diversity question - 291

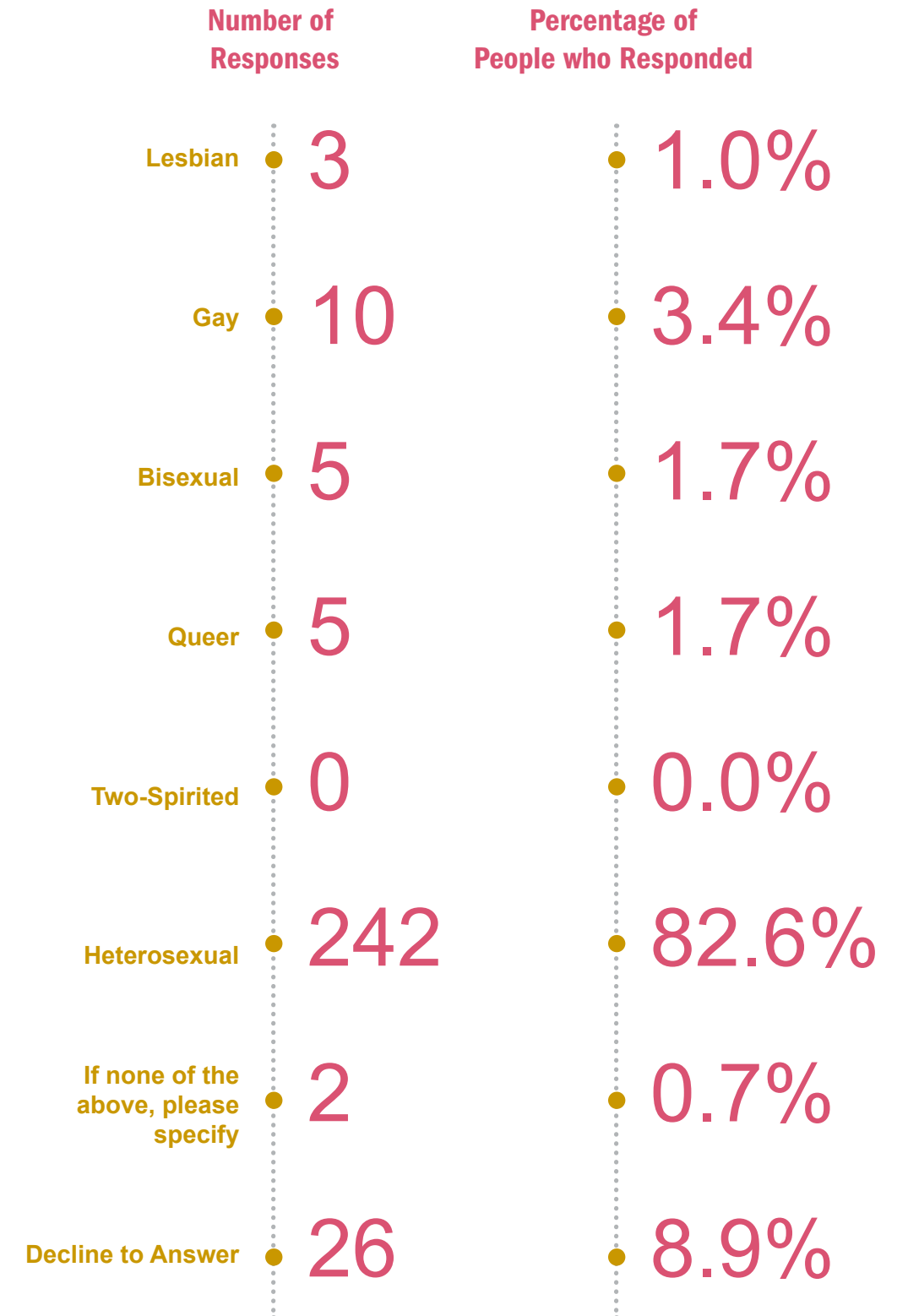




SEXUAL ORIENTATION DEMOGRAPHIC DATA



Sexual Orientation:
Total Number of Responses to Sexual Orientation question - 293





MOVING FORWARD

Humber has prioritized its commitment to Equity, Diversity and Inclusion (EDI) in all its programs and services. The 2018-2023 Strategic Plan identified EDI as a Strategic Priority and Humber established an EDI Taskforce to develop and implement an institutional EDI framework and strategy. The EDI Taskforce identified four program areas that formed five working groups. The Access & Equity: Employees Working Group is working alongside the College to enhance recruitment, retention, promotion and development for members of equity-seeking groups through the implementation of Humber's Employment Equity Program.

The results of the current state data analysis of full-time employees at Humber on December 31, 2018 provide the College with opportunities for improvement to close gaps in under-representation of equity-seeking groups in several Employment Equity Occupational Groups. Subsequent Employment Equity reports will reflect data analysis of full and non-full-time employees and the representation data for equity-seeking groups based on NOC codes will be analyzed and presented. Additionally, during Humber's recruitment process, job applicants are now invited to complete the Employment Equity Questionnaire. This data will provide Humber with the possibility



of assessing its applicant pool and the effectiveness of its recruitment practices. Further, exit interviews will be examined for relevant trends and recommendations, where applicable, will be provided to Humber.

In Fall 2019, the Centre, along with the EDI Taskforce Access and Equity: Employees Working Group, the Human Resources department, and the EDI Committee, commenced an Employment Systems Review (ESR). The information obtained through the ESR along with the data from the current state analysis will inform the development of an Employment Equity Plan, which will be monitored by the Centre and the Human Resources department.

President Whitaker and Vice-President Diduch remind us that institutional change requires a strategy that increases awareness and

commitment regarding EDI, builds internal capacity, and infuses EDI into everything we do at Humber. An effective Employment Equity Program will take time, and requires ongoing education and commitment from all levels of the College along with continued support from our community and industry partners.

Through courageous and robust strategies currently in place, Humber will enhance inclusion for all its employees. An effective Employment Equity Program will support the attraction and retention of a rich and diverse workforce. This, we know, will enhance innovation, sustainability and excellence.

Please join us on this journey,
Nancy Simms M.A. ADR
Director, Human Rights, Equity & Diversity



Humber College has identified Equity, Diversity & Inclusion (EDI) as intentional imperatives. While the College already has a robust EDI program, it recognizes the need to expand, deepen and integrate its breadth throughout all we do. Please join us on this journey of inclusive excellence.

**Nancy Simms,
Director, Human Rights, Equity & Diversity**



Appendix One: Employment Equity Frequently Asked Questions

Humber voluntarily complies with the [Employment Equity Act](#). The Act has been in existence for approximately 40 years and is intended to remove barriers to full participation in employment for four equity-seeking groups: Women, Indigenous Peoples, Persons with Disabilities and Racialized Persons and Humber has included Sexual and Gender Diversity.

Frequently Asked Questions

1. What is Employment Equity?

Employment Equity is an on-going planning process used by an employer to:

- identify and eliminate barriers in an organization's employment policies and procedures;
- put into place positive policies and practices to ensure the effects of systemic barriers are eliminated; and
- ensure appropriate representation of identified group members throughout their workforce.

2. Why is Employment Equity necessary?

The federal government has identified four equity-seeking groups that have experienced historical and current barriers to full employment opportunities and therefore are under-represented in the Canadian workforce. The identified groups experience high unemployment rates, lower than average salaries as well as a concentration in low-status jobs. Employment Equity measures are necessary to facilitate the removal of systemic barriers that may prevent members of the identified groups from full participation in the workplace.

3. Do questions on race or disability contravene human rights legislations?

[Section 16](#) of the *Canadian Human Rights Act* and [Section 14](#) of the *Ontario Human Rights Code* stipulate that it is not a discriminatory practice to collect information if it is intended to be



used in adopting or carrying out a special program, plan or arrangement designed to eliminate discrimination of certain groups of individuals.

4. Who can complete the Employment Equity Questionnaire?

All full-time, part-time, contract and sessional employees are invited to complete the Employment Equity Questionnaire. **Completion of Humber's Employment Equity Questionnaire is voluntary.**

5. Why do I have to include my employee number on the questionnaire?

The *Employment Equity Act* and its [Regulations](#) requires the Employment Equity Questionnaire have a unique employee identifier. Centre staff will conduct a workforce analysis based on the information provided. Every position at Humber is coded with a National Occupational Classification (NOC) code. In order for us to develop aggregate statistics based on NOC codes, Humber needs to be able to link employees' equity data using the employee number to the NOC code. Once the workforce analysis process is completed, a report will be prepared to show the representation of equity-seeking groups in each Employment Equity Occupational Group.

6. Who will have access to the information that I provide on the questionnaire?

Completed Employment Equity Questionnaires are confidential and are only accessible by the Centre for Human Rights, Equity and Diversity at Humber College. To ensure confidentiality, the Employment Equity data is reported in an aggregate format and never on an individual basis.

7. How will the information be used?

The information that you provide in the Employment Equity Questionnaire will be kept confidential and will only be reported in aggregate form for Employment Equity purposes. In other words, the reported data will not contain any personal identification. The information will provide up-to-date knowledge of Humber's workforce representation and will allow the College to identify where under-representation exists. It will also help Humber to target its efforts toward removing barriers that may exist in the College's employment systems.

Contact

If you have questions pertaining to Humber's Employment Equity Program, please contact:

Bharat Saini, OCT, B.Ed., M.Ed.
Advisor, Human Rights, Equity & Diversity
Centre for Human Rights, Equity & Diversity
Email: bharat.saini@humber.ca
Telephone: 416-675-6622 ext. 5160



Appendix Two: Humber College's Employment Equity Questionnaire

Humber College Employment Equity Questionnaire At Humber Equity Matters

Humber College is committed to the principles outlined in the [Employment Equity Act](#) (the Act) with regard to the four designated groups – Aboriginal people, persons with disabilities, visible minorities/racialized groups and women. Under the Act, Humber College adheres to the requirements under the Federal Contractors Program (FCP); these requirements include collecting data on the representation of designated group members in the workforce.

In 2012, the *Ontario Human Rights Code (Code)* was revised to include Gender Identity and Gender Expression as protected Code grounds. In order to increase Humber's competitiveness and reputation as a top diverse, equitable and inclusive employer, Humber launched the first ever Gender Diversity Policy within the Postsecondary sector in Canada. According to the [Ontario Human Rights Commission](#) one of the recommended guidelines in the collection of data on gender and sex is, "to the greatest extent possible, allow people to self-identify their sex or gender identity." To continue Humber's leadership in all forms of inclusion and equitable practices, Humber's Employment Equity Questionnaire has been updated to enable and advance Humber's efforts to building a diverse, equitable and inclusive College.

The Centre for Human Rights, Equity & Diversity invites all full-time, part-time, contract and sessional employees to complete the Employment Equity Questionnaire. The information that you provide in the Employment Equity Questionnaire will be kept confidential and will only be reported in aggregate form for Employment Equity purposes. In other words, the reported data will not contain any personal identification. Having up-to-date knowledge of our workforce representation will allow the College to identify where under-representation exists, and to target its efforts toward removing barriers that may exist in the College.

The completion of Humber's Employment Equity Questionnaire is voluntary.

Employee ID:

Please note: you can locate your Employee ID on your pay stub.



1) What is your gender identity?

- Genderqueer/Gender Non-conforming/Gender Variant
- Man
- Trans
- Transitioning
- Two-Spirit
- Woman
- Prefer to specify
- Decline to answer

2) Persons with Disabilities

The term "disability" covers a broad range and degree of conditions. A disability may have been present at birth, caused by an accident, or developed over time. The [Ontario Human Rights Code](#) defines "disability" as:

- any degree of physical disability, infirmity, malformation or disfigurement that is caused by bodily injury, birth defect or illness and, without limiting the generality of the foregoing, includes diabetes mellitus, epilepsy, a brain injury, any degree of paralysis, amputation, lack of physical co-ordination, blindness or visual impediment, deafness or hearing impediment, muteness or speech impediment, or physical reliance on a guide dog or other animal or on a wheelchair or other remedial appliance or device;
- a condition of mental impairment or a developmental disability;
- a learning disability, or a dysfunction in one or more of the processes involved in understanding or using symbols or spoken language;
- a mental disorder; or
- an injury or disability for which benefits were claimed or received under the insurance plan established under the Workplace Safety and Insurance Act, 1997.

Do you consider yourself a person with a disability?

- Yes
- No
- Decline to answer

Note: If you answered "Yes" to the question above and require accommodations to assist in performing your job, please inform your manager or Human Resources.

3) Indigenous Persons (Aboriginal Peoples)

Under the [Employment Equity Act](#), an Aboriginal person is a North American Indian, Métis or Inuit, or a member of a North American First Nation as recognized in the *Constitution Act*, 1982. An Aboriginal person may have treaty status, be non-status, registered or non-registered Indian.

Does the definition above match your cultural and/or ancestral background?

- Yes
- No
- Decline to answer



Note: If you identify as Indian (from India or the diaspora) but not as an Aboriginal person, please proceed to question 4 - Racialized Persons/Visible Minority.

If you answered "Yes" to question three (3), please check all that apply (optional):

- First Nation
- Inuit
- Métis
- Prefer to specify
- Decline to answer

4) Racialized Persons (Visible Minority)

The term 'visible minority' is often used interchangeably with 'Racialized Persons'. The [Employment Equity Act](#) defines visible minorities "as persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in color". The Act includes members of visible minorities as a designated group because they have faced—and continue to face—barriers to employment.

Do you consider yourself to be a member of a visible minority/racialized group?

- Yes
- No
- Decline to answer

If you answered "Yes" to question four (4), please check all that apply (optional):

- Arab
- Black
- Chinese
- Filipino
- Japanese
- Korean
- Latin American
- South Asian/East Indian (Bangladeshi, East African, East Indian from Guyana or Trinidad, Pakistani, Sri Lankan)
- Southeast Asian (Cambodian/Kampuchean, Laotian, Malaysian, Vietnamese)
- West Asian (Iranian, Afghan)
- Person of Mixed Origin (with one parent in one of the visible minority groups listed above)
- Prefer to specify
- Decline to answer



***Racial origin categories sourced from:** [Visible Minority and Population Group Reference Guide, National Household Survey, 2011](#)

Supplementary Question

The following question is not a requirement of the *Employment Equity Act*. It is recognized that there are groups outside of the four designated groups which have historically been discriminated against in society in ways that limit their full and active participation in the workforce. The inclusion of sexual orientation in this questionnaire is intended to signify the College's recognition of the historical discrimination experienced by the LGBTQ* community and its commitment to a discrimination-free workplace. To better reflect the demographics of Humber's population and to create a more inclusive workforce, a question pertaining to sexual orientation has been added to this questionnaire.

Sexual Orientation:

According to the [Ontario Human Rights Commission](#), "Sexual orientation is a personal characteristic that forms part of who you are. It covers the range of human sexuality from gay and lesbian, to bisexual and heterosexual orientations..."

Please check all that apply:

- Bisexual
- Heterosexual
- Gay
- Lesbian
- Queer
- Two-Spirited
- Prefer to specify
- Decline to answer



Glossary of Terms

Some of the following definitions were adapted from: *The 519's Glossary of Terms: facilitating shared understandings around equity, diversity, inclusion and awareness*, *Aboriginal Self-Identification Project Final Report*, the *Policy and guidelines on racism and racial discrimination* and the *Policy on preventing discrimination because of gender identity and gender expression*.

Bisexual: A person who is emotionally, physically, spiritually and/or sexually attracted to people of more than one gender, though not necessarily at the same time.

First Nation: This term became common use in the 1970s to replace the word “Indian.” Although the term First Nation is widely used, no legal definition exists. The term has also been adopted to replace the word “Band” in the naming of communities. Many people today prefer to be called “First Nations” or “First Nations People” instead of “Indians.” The term First Nation includes all Aboriginal people who are not Inuit or Métis, regardless of their legal status under the *Indian Act*.

Gay: A person whose enduring physical, romantic and/or emotional attractions are to people of the same gender. The word can refer to men or women, although some women prefer “lesbian.” Sometimes used as an umbrella term for the LGBTQ (lesbian, gay, bisexual, transgender, Queer) community.

Gender Identity: Refers to each person’s internal and individual experience of gender. It is a person’s sense of being a woman, a man, both, neither, or anywhere along the gender spectrum. A person’s gender identity may be the same as or different from their birth-assigned sex. For most people, their sex and gender identity align. For some, it does not. A person may be born male but identify as a woman, or born female but identify as a man. Other people may identify outside the

categories of woman/man, or may see their gender identity as fluid and moving between different genders at different times in their life.

Genderqueer/Gender Non-conforming/ Gender Variant: Individuals who do not follow gender stereotypes based on the sex they were assigned at birth. They may identify and express themselves as “feminine men” or “masculine women” or as androgynous, outside of the categories “boy/man” and “girl/woman.” People who are gender non-conforming may or may not identify as trans.

Heterosexual: A person who has romantic or sexual attractions to people of another gender.

Inuit: The Aboriginal Peoples of Arctic Canada who live primarily in Nunavut, the Northwest Territories and northern parts of Labrador and Québec. The word Inuit means “people” in the Inuit language – Inuktitut. The singular of Inuit is Inuk. Their traditional languages, customs and cultures are distinctly different from those of the First Nations and Métis.

Lesbian: A woman who is emotionally, physically, spiritually and/or sexually attracted to women.

Métis: The Métis are a distinct Aboriginal people with a unique culture, language,

and heritage. Their ancestral homeland includes Ontario, Manitoba, Saskatchewan, Alberta, British Columbia, and the Northwest Territories. The term is used broadly to describe people with mixed First Nations and European ancestry who identify themselves as Métis, distinct from First Nations people, Inuit or non-Aboriginal people.

Non-Status: Refers to people who identify as First Nations but are not recognized on the Indian Register maintained by the federal government of Canada.

Queer: Formerly derogatory slang term used to identify LGBT people. Some members of the LGBT community have embraced and reinvented this term as a positive and proud political identifier when speaking among and about themselves.

Racialized: According to the Ontario Human Rights Commission (2005), “When it is necessary to describe people collectively, the term “racialized person” or “racialized group” is preferred over “racial minority,” “visible minority,” “person of colour” or “non-White” as it expresses race as a social construct rather than as a description based on perceived biological traits. Furthermore, these other terms treat “White” as the norm to which racialized persons are to be compared and have a tendency to group all racialized persons in one category, as if they are all the same” (p.12).

Status Indian: Refers to individuals who are eligible to have their names included on the Indian Register maintained by the federal government of Canada.

Trans: Umbrella term that describes people with diverse gender identities and gender expressions that do not conform to stereotypical ideas about what it means to be a girl/woman or boy/man in society. “Trans” can mean transcending beyond,

existing between, or crossing over the gender spectrum. It includes but is not limited to people who identify as transgender, transsexual, cross dressers or gender non-conforming (gender variant or gender queer). Trans identities include people whose gender identity is different from the gender associated with their birth-assigned sex. Trans people may or may not undergo medically supportive treatments, such as hormone therapy and a range of surgical procedures, to align their bodies with their internally felt gender identity.

Transitioning: Refers to a host of activities that some trans people may pursue to affirm their gender identity. This may include changes to their name, sex designation, dress, the use of specific pronouns, and possibly medically supportive treatments such as hormone therapy, sex-reassignment surgery or other procedures. There is no checklist or average time for a transition process, and no universal goal or endpoint. Each person will decide what meets their needs.

Two-Spirit: The term used by Aboriginal people to describe from a cultural perspective people who are gay, lesbian, bisexual, trans or intersex. It is used to capture a concept that exists in many different Indigenous cultures and languages. For some, the term Two-Spirit describes a societal and spiritual role that people played within traditional societies, such as: mediators, keepers of certain ceremonies, transcending accepted roles of men and women, and filling a role as an established middle gender.





References

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- Council of Ontario Universities, *Aboriginal Self-Identification Project Final Report*
- Ontario Human Rights Commission, *Glossary of Human Rights Terms*
- Ontario Human Rights Commission, *Policy and guidelines on racism and racial discrimination*
- Ontario Human Rights Commission, *Policy on preventing discrimination because of gender identity and gender expression*
- Statistics Canada, *Visible Minority and Population Group Reference Guide. National Household Survey, 2011*
- *Employment Equity Questionnaires from McMaster University, York University, Wilfred Laurier University, Queens University, and Trent University*



Appendix Three: Employment Equity Occupational Groups

The [Employment Equity Regulations](#) identify 14 Employment Equity Occupational Groups (EEOG).

Employment Equity Occupational Groups	Definition of EEOG	Examples of Positions at Humber College
Senior Managers	Senior Managers are employees who hold the most senior positions in the organization. They are responsible for the organization's policies and strategic planning, and for directing and controlling the functions of the organization.	President, Vice-President
Middle and Other Managers	Middle and Other Managers receive instructions from senior managers and administer the organization's policies and operations through subordinate managers or employees.	Director, Manager
Professionals	Professionals usually need either a university degree or prolonged formal training and often must be members of a professional organization.	Professor, Counsellor
Semi-Professionals and Technicians	Workers in these occupations must possess knowledge equivalent to about two years of post-secondary education, offered in many technical institutions and community colleges, and often have further specialized on-the-job training. They may have highly developed technical and/or artistic skills.	Alternative Media Technician, Digital Media Technician



Supervisors	Non-management first-line coordinators of workers in administrative, clerical, sales and service fields.	Site Supervisor, Supervisor Digital Solutions
Supervisors: Crafts and Trades	Non-management first-line coordinators of workers in manufacturing, processing, trades and primary industry occupations. They supervise skilled crafts and trades workers, semi-skilled manual workers and/or other manual workers.	Production Supervisor
Administrative and Senior Clerical Personnel	Workers in these occupations carry out and coordinate administrative procedures and administrative services primarily in an office environment, or perform clerical work of a senior nature.	Administrative Coordinator, Executive Assistant
Skilled Sales and Service Personnel	Highly skilled workers engaged wholly or primarily in selling or in providing personal service. These workers have a thorough and comprehensive knowledge of the processes involved in their work and usually has received an extensive period of training involving some post-secondary education, part or all of an apprenticeship, or the equivalent on-the-job training and work experience.	Buyer
Skilled Crafts and Trades Workers	Manual workers of a high skill level, having a thorough and comprehensive knowledge of the processes involved in their work. They are frequently journeypersons who have received an extensive period of training.	Electricians, Plumbers
Clerical Personnel	Workers performing clerical work, other than senior clerical work.	Administrative Assistant, Program Assistant
Intermediate Sales and Service Personnel	Workers engaged wholly or primarily in selling or in providing personal service who perform duties that may require from a few months up to two years of on-the-job training, training courses, or specific work experience.	Retail Operations Assistant



Semi-Skilled Manual Workers	Manual workers who perform duties that usually require a few months of specific vocational on-the-job training.	Mover/Installer
Other sales and service personnel	Workers in sales and service jobs that generally require only a few days or no on-the-job training.	Residence Housekeeper
Other Manual Workers	Workers in jobs which generally require only a few days or no on-the-job training.	Groundskeeper

A full listing of the NOC codes that are grouped into each EEOG can be found at:
<https://laws-lois.justice.gc.ca/eng/regulations/SOR-96-470/page-6.html>.



For additional information on Humber's Employment Equity Program, please visit <http://www.hrs.humber.ca/human-rights-equity-diversity/employment-equity.html>

