

# EMPLOYEE SELF-IDENTIFICATION QUESTIONNAIRE

Algonquin College is committed to workplace diversity and employment equity. We promote employment equity in the workplace to ensure that women, Aboriginal peoples, persons with disabilities and visible minorities are fully represented at all levels of our organization. Our employment equity program ensures that our hiring and promotion practices are based on qualifications and ability.

As part of our employment equity program, we are collecting information about our workforce through this questionnaire. Identifying as a member of a designated group (women, Aboriginal peoples, persons with disabilities and visible minorities) in Sections B to E will help create an accurate picture of our workforce. We assure you that our workplace is a safe environment in which to self-identify. You can ask for the accommodation you need in order to fulfill your work-related duties to the best of your ability.

The information collected in this survey is confidential and will only be disclosed and/or used by the College for the purpose of carrying out its obligations under the Employment Equity Act. Your information will not be used for unauthorized purposes. Please read the questions below carefully and mark the appropriate response as it relates to you. Please note that a person may be a member of more than one designated group.

## Self-Identification

Completion of sections B, C, D, E, F, G and H are voluntary. However, it is mandatory to complete Section A, sign in Section I, and return the questionnaire to human resources, even if you choose not to fill out any additional information.

Note: Your employee ID number is located on your Algonquin College ID badge.

### Section A

Name: \_\_\_\_\_

Position Title: \_\_\_\_\_

Campus: \_\_\_\_\_

Employee number: \_\_\_\_\_

### Gender

☐ Female ☐ Male

*After reading the descriptions in each of the next three sections, answer "Yes" if any of the following apply to you. Please note that you may self-identify in more than one group.*

**Aboriginal Peoples:**

For the purposes of employment equity, "aboriginal peoples" mean persons who are a North American Indian, Métis, or Inuit and/or member of an Indian Band/First Nation. Based on this definition, are you an aboriginal person?

☐ Yes   ☐ No

**Visible Minorities:**

For the purposes of employment equity, "members of visible minorities" mean persons, other than aboriginal peoples, who are non-Caucasian in race, regardless of their place of birth or citizenship.

Examples of visible minorities include, but are not limited to:

- African Descent
- Non-white Latin American (including Indigenous people from Central and South America)
- East Asian (e.g., Chinese, Japanese, Korean)
- South Asian/East Indian (e.g., Indian, Pakistani, Bangladeshi, or East Indian from Guyana, Trinidad or 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)
- People of mixed origin (e.g., with one parent in one of the visible minority groups listed above).

Based on this definition, are you a member of a visible minority?

☐ Yes   ☐ No

**Persons with Disabilities:**

According to the Employment Equity Act, persons with disabilities are persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who consider themselves to be at a disadvantage in employment by reason of that impairment, or who believe that an employer or potential employer is likely to consider them to be at a disadvantage in employment because of that impairment. This includes people whose functional limitations due to their impairment have been accommodated in their current jobs or workplaces (e.g., by the use of technical aids, changes to equipment or other working arrangements).

Examples of disabilities include, but are not limited to:

- Coordination or dexterity impairment (e.g., difficulty using hands or arms, such as grasping objects or using a keyboard)
- Mobility impairment (e.g., difficulty moving from one office to another, walking long distances or using stairs)

- Blindness or visual impairment (e.g., unable to see or difficulty seeing, glaucoma; however, do not include yourself if you can see well with glasses or contact lenses)
- Speech impairment (unable to speak or difficulty speaking and being understood)
- Deafness or hearing impairment (unable to hear or difficulty hearing)
- Other disabilities (e.g., learning, developmental and other types of disabilities)

Based on this definition, are you a person with a disability?

☐ Yes ☐ No

### **Additional Data for Accommodation Purposes:**

Please specify how we can accommodate you to help you participate fully in the workplace. Note that if we implement these accommodation measures, they will not have a negative impact on your hiring, training, promotion and retention in our organization.

### **Voluntary Employee Participation:**

Please indicate below if you wish to have your employment equity self-identification information used for particular employment equity initiatives.

☐ Yes ☐ No

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 human resources manager for this kind of activity please check “yes” below.

☐ Yes ☐ No

### **Employee Comments:**

If you have any comments/feedback on our employment equity program, we would like to hear from you. As stated, all comments will be kept confidential. Please contact Leah-Anne Brown, Organizational Effectiveness Manager, at extension 5789, or via e-mail at [brownl@algonquincollege.com](mailto:brownl@algonquincollege.com).

Employee Signature: \_\_\_\_\_ Date: \_\_\_\_\_

**Thank you for your participation!**

***Thank you for your participation. This information is collected under the authority of the Freedom of Information and Protection of Privacy Act and the Employment Equity Act and is required to operate the College’s Employment Equity program.***