Royal Roads University
Privacy Impact Assessment

Equity, Diversity and Inclusion (EDI)
Environmental Scan
PIA# *2022-02*

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PART 1: GENERAL INFORMATION

PIA Drafter	Gwen Hill
Business unit:	Research & Innovation
Your name and title:	Gwen Hill, Manager of EDI in Research
Your work phone:	(250) 391-2600 x4105
Your email:	Gwen.3hill@royalroads.ca
Initiative	Equity, Diversity and Inclusion (EDI) Environmental Scan

Initiative Lead name and title:	Co-led by: Gwen Hill, Manager of EDI in Research Alejandro Campos Garcia, Associate Director, Office of Equity and Human Rights.
Initiative Lead phone:	(250) 391-2600 x4105 (Gwen) (250) 391-2600 x4381 (Alejandro)
Initiative Lead email:	Gwen.3hill@royalroads.ca Alejandro.Camposgarcia@royalroads.ca

GENERAL INFORMATION ABOUT THE PIA:

Is this initiative a data-linking program under FOIPPA? If this PIA addresses a data-linking program, you must submit this PIA to the Office of the Information and Privacy Commissioner.
This initiative is a data-linking program under FOIPPA   No
Is this initiative a common or integrated program or activity? Under section FOIPPA 69 (5.4), you must submit this PIA to the Office of the Information and Privacy Commissioner.
This initiative is a common or integrated program or activity   No
Related PIAs, if any: n/a

1. What is the initiative?

What we're doing:

A survey of faculty and staff via an external organization: the Canadian Centre for Diversity and Inclusion. The survey is based on an existing tool that will allow CCDI to provide some starting points and comparison data with other institutions in Canada. This survey will ask about the experiences of faculty and staff at RRU related to their intersections with aspects of diversity, marginalization, and privilege. The survey will have a demographic section, which will be used to compare the experiences of a diversity of people across the institution – for example, do disabled and able-bodied people have the same level of comfort at RRU? Do people born outside of Canada feel as safe and welcomed at RRU as people born in Canada?

How it works, when it begins, and how long it runs:

The survey is conducted online via links sent to participant e-mail addresses. CCDI will coordinate the survey on the following timeline:

Date (2022)	Action	Staff involved
February 10	IT Test	2 IT Testers to confirm that: - They receive an email with a survey link from the IDEA Meter. This survey will not be the actual survey that is used for the Go Live; - They are able to access and complete the survey with no technical issues on your organization's browsers, operating systems, and devices; - They are able to access and complete the survey with no technical issues from multiple locations (if applicable); - They are able to access and complete the survey with no technical issues on multiple device types (if applicable); - They do not experience any technical issues while accessing and completing the survey.
February 17	Business Test	10 staff and faculty members will act as testers (coordinated by the project lead) and will verify that: - They receive an email with a link from the IDEA Meter; - They do not experience any technical issues while accessing and completing the survey; - That the survey questions are implemented as requested and verify other items that will be communicated directly to them via email prior to or on the day of the test.

February 24	Save the Date	CCDI to send e-mail to all faculty and staff
March 3	Go live	CCDI to send e-mail to all faculty and staff
March 10, 17, and 25th	Reminders	CCDI to send e-mail to all faculty and staff
March 25	Survey close	CCDI to send e-mail to all faculty and staff

Who is involved?

The survey and project have been developed by the PIA lead, Gwen Hill, in partnership with Alejandro Campos Garcia, Associate Director of the Office of Equity and Human Rights. Other members of the project team are:

Name	Role within Project
Richa Lama	Project lead, CCDI
Madeline Mcpherson	IT Manager, RRU
Mohamad Trabulsi	IT Director, CCDI
Sunita Parida	IT Manager, CCDI
Pamela MacIntosh-Snell	Human Resources
Jennifer Rathwell	Communications
Kenneth Christie	RRUFA representative
Pieter Bosma	CUPE 3886 representative
Michelle Gibson-Morgan	Manager, Partner Services
Alejandro Campos-Garcia	Office of Equity and Human Rights
Gregory Charlebois	Practicum Student – Communications support
Risper Frimpong	Communications

2. **What is the scope of the PIA?**

This survey stands alone but is intended to inform the development of a number of strategic initiatives, including but not limited to:

- The Canada Research Chairs EDI Action Plan ([see current](#))
- Work Plans for the Office of Equity and Human Rights
- Implementation of the Anti-Racism Action Plan

3. What are the data or information elements involved in your initiative?

At a high level, the data collected may be categorised as follows:

Primary role at RRU	Employment length	Department
Education	Languages	Age
Relationship Status	Disability status	Disability condition(s)
Indigenous Identity	Immigration Status	Spiritual Affiliation
Gender Identity	Sexual Orientation	EDI Evaluation

A full copy of the survey may be found at Appendix C.

3.1 Did you list personal information in question 3?

Yes

4. How will you reduce the risk of unintentionally collecting personal information?

The survey link will be set to a specific set of respondents, and only those respondents will have the link that will allow them to contribute to the survey. Any others trying to access the survey will be denied.

PART 2: COLLECTION, USE AND DISCLOSURE

This section will help you identify the legal authority for collecting, using and disclosing personal information, and confirm that all personal information elements are necessary for the purpose of the initiative.

5. Collection, use and disclosure

Use column 2 to identify whether the action in column 1 is a collection, use or disclosure of personal information. Use columns 3 and 4 to identify the legal authority you have for the collection, use or disclosure.

Use this column to describe the way personal information moves through your initiative step by step as if you were explaining it to someone who does not know about your initiative.	Collection, use or disclosure	FOIPPA authority	Other legal authority
Step 1: Survey respondents list uploaded to CCDI	Disclosure	s.33 (2) (c)	
Step 2: CCDI associates each respondent e-mail address with a unique identifier	Use	s.32(a)	
Step 3: CCDI shares survey links with respondents via e-mail	Use	s.32(a)	
Step 4: Survey respondents complete survey and submit responses to CCDI	Collection	s.27(1) s.26(c)	
Step 5: CCDI receives responses associated with unique identifiers	Collection	s.27(1) s.26(c)	
Step 6: CCDI aggregates survey responses, removing unique identifiers in the process	Use	s.33(3)(h)(iv) (A)(B)(C)	
Step 7: CCDI compiles aggregate data into pre-determined report formats	Use	s.33(3)(h)(iv) (A)(B)(C)	
Step 8: CCDI shares reports back to RRU project lead (Gwen.3hill@royalroads.ca)	Disclosure	s.33(2)(w)	

6. Collection Notice

Your personal information is collected under the authority of the University Act and is subject to the Freedom of Information and Protection of Privacy Act. Your personal information will be submitted to CCDI when you complete the survey and will not be disclosed to any other external third parties.

For more information regarding the collection and use of your personal information please contact Royal Road's University's Privacy Officer via regular email privacyofficer@royalroads.ca.

PART 3: STORING PERSONAL INFORMATION

If you're storing personal information outside of Canada, identify the sensitivity of the personal information and where and how it will be stored.

7. Is any personal information stored outside of Canada?

No

8. Does your initiative involve sensitive personal information?

Yes.

9. Is the sensitive personal information being disclosed outside of Canada under FOIPPA section 33(2)(f)?

No.

10. Where are you storing the personal information involved in your initiative?

Per the CCDI Data Privacy and Protection Charter, the "data is stored on Microsoft Azure. The data location of the hosting server is in Canada and owned by a 100% Canadian owned company."

Location of the data:

- Canada East – Montreal
- Canada Central – Toronto (backups)

After you answer this question go to Part 5.

PART 4: ASSESSMENT FOR DISCLOSURES OUTSIDE OF CANADA

Not applicable.

PART 5: SECURITY OF PERSONAL INFORMATION

In Part 5 you will share information about the privacy aspect of securing personal information. People, organizations or governments outside of your initiative should not be able to access the personal information you collect, use, store or disclose. You need to make sure that the personal information is safely secured in both physical and technical environments.

15. **Does your initiative involve digital tools, databases or information systems?**

Yes.

15.1 **Do you or will you have a security assessment to help you ensure the initiative meets the security requirements of FOIPPA section 30?**

In progress.

16. **What technical and physical security do you have in place to protect personal information?**

See: Appendix B: Data Privacy and Protection Charter.

RRU

Section 15(1)(l)

17.   Controlling and tracking access

Please check each strategy that describes how you limit or restrict who can access personal information and how you keep track of who has accessed personal information in the past. Insert your own strategies if needed.

Strategy	
We only allow employees in certain roles access to information.	Yes – only CCDI will have access to non-aggregate data.
Employees that need standing or recurring access to personal information must be approved by executive lead	Not applicable. RRU employees will not have access to personal information, only aggregate information.
We use audit logs to see who accesses a file and when	n/a
Describe any additional controls:	

PART 6: ACCURACY, CORRECTION AND RETENTION

In Part 6 you will demonstrate that you will make a reasonable effort to ensure the personal information that you have on file is accurate and complete.

18.   How will you make sure that the personal information is accurate and complete?

The information is submitted by selecting the appropriate check box, drop-down list, etc. to minimise the risk of data entry errors. Respondents are periodically given the opportunity to confirm their selections before proceeding to ensure that they're entering the desired response.

19.   Requests for correction

FOIPPA gives an individual the right to request correction of errors or omissions to their personal information. You must have a process in place to respond to these requests.

19.1   Do you have a process in place to correct personal information?

No.

19.2 Sometimes it's not possible to correct the personal information. FOIPPA requires that you make a note on the record about the request for correction if you're not able to correct the record itself. Will you document the request to correct or annotate the record?

Yes

19.3 If you receive a request for correction from an individual and you know you disclosed their personal information in the last year, FOIPPA requires you to notify the other public body or third party of the request for correction. Will you ensure that you conduct these notifications when necessary?

No. This information will not be disclosed outside of RRU.

20. Does your initiative use personal information to make decisions that directly affect an individual?

No

PART 7: AGREEMENTS AND INFORMATION BANKS

Please provide information about whether your initiative will involve an information sharing agreement, research agreement or personal information bank.

21. Does your initiative involve an information sharing agreement?

No

22. Will your initiative result in a personal information bank?

No

PART 8: ADDITIONAL RISKS

Part 8 asks that you reflect on the risks to personal information in your initiative and list any risks that have not already been addressed by the questions in the template.

23. Risk response

Describe any additional risks that arise from collecting, using, storing, accessing or disclosing personal information in your initiative that have not been addressed by the questions on the template.

Possible risk	Response
Risk 1: Data breach at CCDI	Initiate Privacy Breach Incident Response protocol.
Risk 2: Identity of an individual can be inferred by analysis of responses.	CCDI requires a minimum sample size for each question before results for that question will be displayed.
Risk 3:	
Risk 4:	

PART 9: SIGNATURES

You have completed a PIA. Submit the PIA to your Privacy Officer for review and comment, and then have the PIA signed by those responsible for the initiative.

Privacy Office Comments

Section 13

Section 13

Privacy Office Signatures

This PIA is based on a review of the material provided to the Privacy Office as of the date below.

Role	Name	Electronic signature	Date signed
Privacy Officer	Don Devenney	*[signature]*	February 15, 2022

Program Area Signatures

This PIA accurately documents the data elements and information flow at the time of signing. If there are any changes to the overall initiative, including to the way personal information is collected, used, stored or disclosed, the program area will engage with their Privacy Office and if necessary, complete a PIA update.

Program Area Comments:

Role	Name	Electronic signature	Date signed
Initiative lead	Gwen Hill	*[signature]*	February 24, 2022
Program/Department Manager			
Contact Responsible for Systems Maintenance and/or Security	Don Ostergard	*Donald J Ostergard*	28 Feb, 2022
Contact Responsible for Privacy	Carolyn Levesque	*Carolyn Levesque*	1 Mar 22
Head of public body, or designate	Cheryl Eason	*[signature]*	March 1, 2022

Section 15(1)(l), Section 21

Section 15(1)(l), Section 21

Section 15(1)(l), Section 21

Section 15(1)(l), Section 21

Appendix C: Survey

INTRODUCTION

Royal Roads University acknowledges that the campus is on the Lands of the Xwsepsum (Esquimalt) and Lekwungen (Songhees) ancestors and families. With gratitude we live, work and learn here where the past, present, and future of Indigenous and non-Indigenous students, faculty and staff come together.

Thank you for participating in the Royal Roads EDI Environmental Scan. By completing this survey, you are helping us to better understand and serve the unique and outstanding people who make up our organization. The EDI Environmental Scan is being conducted by CCDI Consulting, Inc.

Why is Royal Roads conducting this EDI Environmental Scan?

The EDI Environmental Scan will provide us with important information about whether we are meeting the needs of our workforce.

We will use this data to develop our Office of Equity and Human Rights, and to improve specific programs, policies, and practices that support all members of the Royal Roads community.

PRIVACY COMMITMENT

Your personal information is collected under the authority of the University Act and is subject to the Freedom of Information and Protection of Privacy Act. Your personal information will be submitted to CCDI when you complete the survey and will not be disclosed to any other external third parties. For more information regarding the collection and use of your personal information please contact Royal Road's University's Privacy Officer via regular email privacyofficer@royalroads.ca.

How is my privacy protected?

The information you provide in the EDI Environmental Scan will be kept strictly **confidential**. Your responses are encrypted, stored outside of Royal Roads and handled in accordance with privacy legislation.

The EDI Environmental Scan is being conducted by CCDI Consulting Inc. in order to help build confidence in the privacy and anonymity of your data. CCDI Consulting Inc. puts your responses together with the responses of other members of Royal Roads, so that your specific responses can never be matched to you. No one at Royal Roads will have access to personally identifying information; only aggregated data will be used to create reports.

The aggregate information from the reports will be used for the following purposes:

Develop or improve specific programs, policies, and practices that support all members of Royal Roads.

Establish objective, data-driven insights to structure justice, equity, diversity and inclusion strategy and action.

Develop new strategic initiatives at the university.

The information will not be used for any other purposes.

How do I complete the census and survey?

To fully complete the EDI Environmental Scan, you must provide a response to each question and **select "Submit" at the end of the survey.** Your input will not be saved. If you would prefer not to provide a response to a question, click "Prefer not to answer".

We know that some questions won't provide you with ideal response options -- there are as many possible representations of diversity as there are people! We have tried to create options to fill in answers if your choice isn't available, and ask that you otherwise choose the *most* applicable option to you. At the end of the survey, there is a space to provide feedback text if you want to draw attention to a particular question or issue that you think needs attention.

Understanding and Consent

☐   By completing this EDI Environmental Scan, I consent to the collection and use of my personal information for the purposes described above.

SECTION ONE – WORKPLACE DEMOGRAPHICS

Decision-making hierarchy

What is your primary role within Royal Roads University? Select the <u>most</u> appropriate description below. (All Groups)

I am a member of RRUFA

I am a member of CUPE 3886

I am a staff member with direct reports

I am a staff member without direct reports

I am a supervisor

I am a manager

I am a senior manager / director

I am a senior leader / part of the Royal Roads executive

Length of employment.

When did you begin your employment at this organization?

Drop down year.

Prefer not to answer

Additional workplace demographics.

Please identify up to four workplace demographics that will be included as either data fields from your Human Resources Information System (HRIS) or on the census (i.e. in the form of census questions). Please indicate if the workplace demographic will be included as a data field or as a census question.

What is your primary departmental affiliation?

Admissions, International Admissions & Registrar

Centre for Teaching and Educational Technologies, including MSS

College of Interdisciplinary Studies

Communications & Advancement, including Indigenous Engagement

Faculty of Management

Faculty of Social and Applied Sciences

Financial services & planning

Human Resources

IT Services

Library

Marketing, Alumni Relations & Campus Services

Office of Research and Innovation

Operations, including Production Services and Gardens & Grounds

Professional and Continuing Studies

Student Services, including Indigenous Education

Other – Please specify

SECTION TWO – PERSONAL DEMOGRAPHICS

Education.

What most closely represents your education?

No certificate, diploma or degree (User will skip to question 7)

Secondary (high) school diploma or equivalent

Diploma or certificate from technical or vocational school, community college, business college or University.

Bachelor's degree

Professional degree

Master's degree (e.g. M.A., M.Sc., M.Ed.)

Doctorate degree (e.g. Ph.D., DSocSci, Ed.D .)

Informal or incomplete education

Prefer not to answer

Did you get your highest level of education in Canada?

Yes

No

Prefer not to answer

Are you using your highest level of education in your current work or placement?

Yes (User will skip to question 7)

No

Prefer not to answer (User will skip to question 7)

a. Please identify why you are not using your highest level of education in your current work or placement?

*Check **all** that apply.*

My education is not recognized in Canada

I chose to change professions

I cannot find a job, placement or residency in the field in which I originally qualified

The opportunity does not exist in the organization

Not specified above <Please Specify>

Prefer not to answer

Languages Spoken

In what languages are you proficient when conducting work-related tasks (e.g. reading, writing, speaking, etc.)?

English only (User will skip to question 8)

French only (User will skip to question 8)

English and French only (User will skip to question 8)

English and one or more other language(s)

French and one or more other language(s)

English and French and one or more other language(s)

Prefer not to answer (User will skip to question 8)

7a. In what additional languages are you proficient? Check all that apply.

North American Indigenous Languages (e.g. Algonquian, Athabaskan, Iroquoian)	Bengali	Croatian
	Bulgarian	Czech
Afrikaans	Catalan	Danish
Arabic	Chinese (Cantonese)	Dutch
Albanian	Chinese (Mandarin)	Estonian
Assyrian languages (Akkadian, Sumerian, Aramaic)	Chinese (Other)	Farsi (Persian)
	Creole	Finnish

German	Norwegian	Tamil
Greek	Pashto	Turkish
Gujarati	Polish	Twi
Hebrew	Portuguese	Ukrainian
Hindi	Punjabi	Urdu
Hungarian	Romanian	Vietnamese
Ilocano	Russian	Wolof
Italian	Serbian	Yiddish
Jamaican Patois	Shanghainese	Yoruba
Japanese	Sinhala	Languages related to sensory disability (e.g. American Sign Language or Langue des signes Québécoise, etc.)
Kannada	Slovak	
Korean	Slovene	
Lao	Somali	Not specified above <Please Specify>
Latvian	Spanish	
Lithuanian	Swahili	_____
Malayalam	Swedish	
Macedonian	Tagalog	

Age

What is your year of birth?

_____

(Drop-down year)

Prefer not to answer

Relationship Status

Please identify your relationship status. Check <u>all</u> that apply.

Divorced

Life partner

Living common law

Polyamorous

Separated

Single

Married

Widowed

Prefer not to answer

Disability Status

Persons with disabilities are those that have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment.

Examples of disabilities include, but are not limited to:

Chronic health conditions

Developmental challenges

Learning challenges

Mental health disorders

Physical accessibility issues

Sensory issues

Based on the above, do you identify as living with a disability?

Yes

No (User will skip to question 11)

Prefer not to answer (User will skip to question 11)

a. What type of condition do you have?

*Check **all** that apply.*

Chronic health condition

Developmental

Learning

Mental health

Physical

Sensory

Not specified above <Please Specify>

Prefer not to answer

b. Accommodation

Effective accommodation of employees and employment candidates with disabilities means ensuring that every employee is treated without discrimination. Effective accommodation also involves ensuring that Royal Roads' regulations, policies, structures and practices do not have an adverse impact, regardless of whether these are unintentional or indirect, on the employment and advancement of employees and job candidates with disabilities.

The duty to accommodate means that sometimes it is necessary to treat someone differently in order to be equitable. For example, asking all job applicants to pass a written test may not be fair to a person with a visual disability. In such cases, the duty to accommodate may require that alternative arrangements be made to ensure full participation of a person or group (Canadian Human Rights Commission).

10.b.i. Do you receive accommodation for a disability in your current position?

Yes

No

Prefer not to answer

10.b.ii. Would you request accommodation from RRU if you needed one in the future?

Yes (User will skip to question 11)

No

Prefer not to answer (User will skip to question 11)

10.b.iii. Why would you not request accommodation?

Text box

Prefer not to answer

Dependants

A dependant is a person who relies on you as their main source of support or someone who requires your assistance in attending to their basic personal needs and care.

Do you provide care to a dependant (child, parent, other family member, person with a disability, etc.)?

Yes

No (User will skip to question 12)

Prefer not to answer (User will skip to question 12)

11.a. For whom do you provide dependant care?

*Check **all** that apply, including dependants that do not live with you in your home.*

Child or children under 18 years of age

Child or children 18 years of age or over

Dependant(s) with disabilities

Friend

Immediate family member (other than child or elder)

Non-immediate family member

Parent(s) or grandparent(s)

Partner/Spouse

Not specified above <Please Specify>

Prefer not to answer

11.b. Accommodation

Accommodation for dependant care refers to any change in an employee's working environment to support the employee's caretaking needs for a significant other(s). Accommodation may include but is not limited to the following: flexible work hours or job sharing, the ability to work from home, reallocation or exchange of some non-essential tasks for others. Accommodations may be temporary, periodic or long term.

Examples of accommodation for persons with a dependant(s) include:

Allowing a leave of absence so employees can care for dependants who may be ageing, have an illness, or a disability

Providing a flexible work option so an employee can leave at an earlier time to pick up a child

Allowing employees time during the workday to take lactation breaks

11.b.i. Do you currently receive accommodation for dependant care in your current position?

Yes

No

Prefer not to answer

11.b.ii. Would you request accommodation for dependant care from your employer if needed?

Yes (User will skip to question 12)

No

Prefer not to answer (User will skip to question 12)

11.b.iii. Why would you not request accommodation?

Text box

Prefer not to answer

Indigenous Identity

Indigenous is a term used in Canada to describe the original inhabitants of Canada and their descendants. The Indigenous peoples of Canada include *First Nations*, *Inuit* and *Métis* people. For the purposes of this survey, we will also use the term International Indigenous to refer to non-

First Nations, Metis, and Inuit peoples who identify as Indigenous persons from other lands and territories.

Based on this definition, do you consider yourself to be of Indigenous ancestry?

No (User will skip to question 13)

Yes

Yes, International Indigenous

Prefer not to answer (User will skip to question 13)

12.a. Which of the following best describes your Indigenous ancestry?

First Nations (User will skip to question 15)

Inuit (User will skip to question 15)

Métis (User will skip to question 15)

Mixed-race Indigenous ancestry (User will skip to question 15)

Indigenous ancestry not included here (User will skip to question 15)

Option to specify in text

Prefer not to answer (User will skip to question 15)

Racial / Ethnic Identity

Which of the following best describes your racial or ethnic identity? You may choose *Multiracial* or *Biracial* if you identify with more than one group. You may also choose *"Not specified above"* if you wish to state your

preferred identity instead of selecting an option from the list.

Asian

Asian Caribbean (e.g. Trinidadian)

East Asian (e.g. Chinese, Japanese, Korean)

South Asian (e.g. Indian, Pakistani, Sri Lankan)

South East Asian (e.g. Malaysian, Filipino, Vietnamese)

Asian – North American (e.g. Canadian, American)

Asian – European (e.g. British, French)

Asian – Not specified above

Black

African (e.g. Ghanaian, Kenyan, Somali)

Caribbean (e.g. Barbadian, Jamaican, Grenadian)

South or Central American (e.g. Brazilian, Panamanian)

Black – North American (e.g e.g. Dutch, German, Russian, UK)

Black – European (e.g. British, French)

Black – Not specified above

Latin / Hispanic

Caribbean (e.g. Cuban, Puerto Rican)

Central American (e.g. Honduran, El Salvadorian)

European (e.g. Spanish, Portuguese)

South American (e.g. Colombian, Chilean)

Latin / Hispanic – North American (e.g. Mexican, Canadian, American)

Latin / Hispanic – Not specified above

Middle Eastern

Middle Eastern (e.g. Syrian, Lebanese)

North African (e.g. Libyan, Moroccan)

West Asian (e.g. Iranian, Afghani)

Middle Eastern – North American (e.g. Canadian, American)

Middle Eastern – European (e.g. British, French)

Middle Eastern – Not specified above

White

European (e.g. Dutch, German, Russian, UK)

South / Central American (e.g. Argentinian)

African (e.g. South African, Namibian)

White – North American (e.g. Canadian, American)

White – Not specified above

Israeli

Israeli

Israeli – North American (e.g. Canadian, American)

Israeli – European (e.g. French, British)

Mixed Race

Biracial/Multiracial (e.g. for those who do not identify with a single racial / ethnic identity)

Not specified above (*Please specify*)_____

Prefer not to answer

Place of Origin

Were you born in Canada?

Yes (User skip to question 15)

No

Prefer not to answer (User skip to question 15)

Newcomer Status

a. What year did you arrive in Canada? Please give the most recent year if you have moved more than once.

_____

(Drop-down year)

Prefer not to answer

Religion, Faith and Spirituality.

Which of the following best describes your religious or spiritual affiliation?

Agnostic

Atheist

Bahá'í

Buddhist

Christian – Catholic / Roman Catholic

Christian – Orthodox / Eastern Orthodox

Christian – Protestant

Christian – not included elsewhere

Hindu

Jain

Jewish

Muslim

Pagan

Rastafarian

Sikh

Spiritual

Spiritual - Indigenous Unitarian

Zoroastrian

I do not have a religious or spiritual affiliation

Not specified above (*Please specify*)

_____

Prefer not to answer

Gender and Gender Identity

What is your gender identity?

Woman (Users will skip to question 18)

Man (Users will skip to question 18)

Non-binary

Gender-fluid, Gender Non-Conforming, or Gender queer

Two-Spirit

Transgender

Trans

Not specified above <Please Specify>_____

Prefer not to answer (Users will skip to question 18)

a. With whom have you shared your gender identity at work? (Please check all that apply)

With your manager / supervisor

With co-workers

With clients

I am not open about my gender identity at work.

Prefer not to answer

b. With whom have you shared your gender identity outside of work?

(Please check all that apply)

With family

With friends

I am not open about my gender identity outside of work.

Prefer not to answer

Sexual Orientation

Sexual orientation describes romantic or sexual attraction and our emotional and physical relationships.

What is your Sexual Orientation?

Asexual

Bisexual

Gay

Heterosexual (Users will skip to the

SECTION THREE – INCLUSION SURVEY.)

Lesbian

Pansexual

Queer

Questioning

Two-Spirit

Not specified above (*Please specify*) _____

Prefer not to answer (Users will skip to the

SECTION THREE – INCLUSION SURVEY.)

17 a. With whom have you shared your sexual orientation at work?

(Please check <u>all</u> that apply)

With your manager / supervisor

With co-workers

With clients

I am not open about my sexual orientation at work.

Prefer not to answer

17.b. With whom have you shared your sexual orientation outside of work?

(Please check <u>all</u> that apply)

With family

With friends

I am not open about my sexual orientation outside of work.

Prefer not to answer

SECTION THREE – INCLUSION SURVEY.

Please choose one answer that best describes your experience working at Royal Roads. Please respond to these questions according to how you personally feel – not how you think others feel. **There are no wrong answers**.

Inclusion Questions.

Royal Roads University is committed to and supportive of diversity.

Strongly Agree

Agree

Slightly Agree

Slightly Disagree

Disagree

Strongly Disagree

Prefer not to answer

At Royal Roads, I am treated fairly and with respect.

Strongly Agree

Agree

Slightly Agree

Slightly Disagree

Disagree

Strongly Disagree

Prefer not to answer

At Royal Roads, my unique value is known and appreciated.

Strongly Agree

Agree

Slightly Agree

Slightly Disagree

Disagree

Strongly Disagree

Prefer not to answer

At Royal Roads, I feel included.

Strongly Agree

Agree

Slightly Agree

Slightly Disagree

Disagree

Strongly Disagree

Prefer not to answer

I feel that Royal Roads supports me in maintaining my overall physical and mental well-being.

Strongly Agree

Agree

Slightly Agree

Slightly Disagree

Disagree

Strongly Disagree

Prefer not to answer

I understand my role in making Royal Roads more equitable, inclusive and safe.

Strongly Agree

Agree

Slightly Agree

Slightly Disagree

Disagree

Strongly Disagree

Prefer not to answer

Royal Roads has provided me with the training that I need to understand issues of justice, equity, diversity and inclusion.

Strongly Agree

Agree

Slightly Agree

Slightly Disagree

Disagree

Strongly Disagree

Prefer not to answer

I need more training to understand issues of justice, equity, diversity and inclusion *in general*.

Strongly Agree

Agree

Slightly Agree

Slightly Disagree

Disagree

Strongly Disagree

Prefer not to answer

I need more training to fully understand issues of justice, equity, diversity and inclusion *as*

they relate to my job.

Strongly Agree

Agree

Slightly Agree

Slightly Disagree

Disagree

Strongly Disagree

Prefer not to answer

Senior Leadership Behaviours.

I feel that senior leaders are committed to developing a respectful and inclusive workplace at Royal Roads.

Strongly Agree

Agree

Slightly Agree

Slightly Disagree

Disagree

Strongly Disagree

Prefer not to answer

I feel that senior leaders are aware of issues related to diversity and inclusion at Royal Roads.

Strongly Agree

Agree

Slightly Agree

Slightly Disagree

Disagree

Strongly Disagree

Prefer not to answer

Manager/Supervisor Behaviours.

I feel my manager/supervisor promotes a respectful and inclusive workplace..

Strongly Agree

Agree

Slightly Agree

Slightly Disagree

Disagree

Strongly Disagree

Prefer not to answer

Work flexibility and Accommodation support.

Royal Roads provides flexible work options that meet my needs. (Please answer this as it relates to your *current environment*. We understand that the pandemic has changed what we need regarding flexibility in the workplace).

Strongly Agree

Agree

Slightly Agree

Slightly Disagree

Disagree

Strongly Disagree

Prefer not to answer

Career paths at Royal Roads are not impacted in a negative way due to time away from work to care for family, cultural or religious obligations, health and wellness leave, etc.

Strongly Agree

Agree

Slightly Agree

Slightly Disagree

Disagree

Strongly Disagree

Prefer not to answer

Fairness.

At Royal Roads, all employees have equal opportunity to advance their careers regardless of factors such as age, family status, gender/gender identity, race/ethnicity, sexual orientation, religion, etc.

Strongly Agree

Agree

Slightly Agree

Slightly Disagree

Disagree

Strongly Disagree

Prefer not to answer

Harassment/Discrimination.

If I am the target of harassment and/or discrimination or have witnessed workplace harassment and/or discrimination, I feel comfortable seeking assistance at Royal Roads.

Strongly Agree

Agree

Slightly Agree

Slightly Disagree

Disagree

Strongly Disagree

Prefer not to answer

. **Inappropriate and/or disrespectful comments related to race, sex, gender, level of ability, sexual orientation, age, gender identity, relationship and family status, and other aspects of diversity are not tolerated at Royal Roads.**

Strongly Agree

Agree

Slightly Agree

Slightly Disagree

Disagree

Strongly Disagree

Prefer not to answer

I have witnessed or experienced harassment and/or discrimination at Royal Roads.

Yes

No (Skip to COMMENTS)

Prefer not to answer

I reported the events that I witnessed or experienced to someone in a position of power to act.

Yes

No (Skip to COMMENTS)

Prefer not to answer

The harassment and/or discrimination that I reported was addressed to my satisfaction.

Yes

No

Prefer not to answer

COMMENTS

1. As mentioned at the beginning of this survey, this section will offer a space to add comments relating to EDI or this survey. Do you have additional comments relating?

Yes

No (User will skip to Thank you page.)

Prefer not to answer (User will skip to **Error! Reference source not found.**)

1.a.

Please use the comment box below to enter your additional comments as it relates to the Royal Roads EDI Environmental Scan. The information you provide will be summarized in an anonymous report.

What should Royal Roads University be doing to become more equitable, diverse, and inclusive?

**Maximum 1000 characters**.

Text box

Prefer not to answer (User will skip to **Error! Reference source not found.**)

You're almost finished; remember to **click "Submit"**.

Thank you for taking the time to complete the Royal Roads EDI Environmental Scan. As part of our ongoing commitment to equity, diversity and inclusion, your feedback is very important.

Thank you again for your participation!

By clicking on the "Submit" button below, you confirm that you have completed the survey.

Canadian Centre for Diversity and Inclusion (CCDI)

CCDI has a mission to help the organizations we work with be inclusive, free of prejudice and discrimination — and to generate the awareness, dialogue and action for people to recognize diversity as an asset and not an obstacle. Through the research, reports and toolkits we develop and our workshops, events and workplace consultations, we're helping Canadian employers understand their diversity, plan for it and create inclusion.

CCDI's leadership has a proven model that's cultivated trust as an impartial third party. Our expertise is focused on the topics of inclusion that are relevant in Canada now and the regional differences that shape diversity.

A charitable organization that thinks like a business, we have created a niche with our innovative research technology and data analysis that brings a deeper understanding of Canadian diversity demographics and mindsets at any given moment.

CCDI is grateful for the support of our over 300 Employer Partners across Canada.

Contact us

For any questions regarding the benefits of becoming a CCDI Employer Partner or for any questions regarding other CCDI services, please contact:

Nyla Camille Guerrera

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