Dear University of Guelph Employee:

The University of Guelph has an employment equity program to ensure that all job applicants and employees, including Aboriginal peoples, persons with disabilities, members of visible minorities (racialized people) and women, are treated fairly and equitably. Over and above these legislative requirements, the university is also working towards ensuring sexual orientation and gender identity be included in our employment equity goals.

Through this initiative, the University endorses its ongoing commitment to the principles of employment equity and, in so doing, satisfies the requirements of the Federal Contractors Program to remain eligible for federal contracts worth $1,000,000 or more.

Both federal and provincial human rights legislation permit employers to collect the information in support of employment equity. The information you provide is kept confidential in the Office of Diversity and Human Rights and completely separate from personnel files. Only select UofG staff who have signed a confidentiality agreement have access to the raw survey data. The data will be analyzed and formulated to ensure no one can be identified. All the information gathered for this census will be kept in a password-protected, encrypted computer and back-up files and written documents will be kept in a locked filing cabinet for seven years.

We recognize that the act of identifying can be uncomfortable for a variety of reasons, however the information you
provide will help us identify and eliminate discrimination in employment procedures and policies and assist with monitoring the success of our employment equity initiatives. We *strongly urge* you to count yourself in to bring your voice to employment equity at the University of Guelph.

Returning the Census questionnaire is mandatory. However, if you’d rather not disclose any self-identification information you have the option to choose “prefer not to answer” for every question. By selecting this, you may choose to answer all, some or none of the questions. If you simply wish to return the census without completing it, please select the appropriate box in Section “A”, select “save” and you will not be prompted to answer any questions.


If you need assistance with completing the census, or would like to request an alternative format including a paper version, please email: [dhrinfo@uoguelph.ca](mailto:dhrinfo@uoguelph.ca) [5] or call us at (519) 824-4120 ext. 53000.

**Count Yourself In! CENSUS IS NOW OPEN!**

[BEGIN YOUR DIVERSITY MATTERS CENSUS-NOW OPEN!](https://uoguelph.eu.qualtrics.com/SE/?SID=SV_7NHwTk8JZqKpcXP) [1]


Links:

[1] https://uoguelph.eu.qualtrics.com/SE/?SID=SV_7NHwTk8JZqKpcXP
[5] mailto:dhrinfo@uoguelph.ca