



EQUITY PLANNING CHECK LIST FOR OSSTF/FEESO EVENTS

Preamble

OSSTF/FEESO recognizes the importance of encouraging and supporting involvement by all members, while recognizing that some members have historically been marginalized. In the spirit of trying to eliminate barriers to participation in OSSTF/FEESO events, we provide this equity planning check list for OSSTF/FEESO events/meetings.

Please contact the OSSTF/FEESO Equity Officer, Wayne Milliner for further information or resources, 416-751-8300 ex.229 or wayne.milliner@osstf.ca.

Examine the Potential for Eliminating Barriers in the Following Areas:

Planning:

- Are there sufficient breaks for members to meet their needs? (e.g. special needs, breastfeeding requirements, medical conditions, comfort).
- Have you designated a co-ordinator to deal with equity issues for the event?
- Has an anti-harassment officer been assigned?
- Has the content of the workshop/activity been screened for bias?
- Has the OSSTF/FEESO Equity Statement and the Anti-Harassment Statement been provided?
- Are materials available in alternative formats? (e.g. providing it in advance, large font, on-line)?
- Will the menu provide sufficiently for those with food allergies or religious restrictions?

Physical Structure:

- Is the venue appropriate for the event/meeting?
- Are the physical facilities accessible to people with physical disabilities? This may include washrooms, elevators, doors, stools by microphones and spacing of chairs, how food is provided (e.g. buffets are often difficult for people with disabilities).
- Are there spaces available to members to meet their needs? (e.g. special needs, medical conditions, comfort).
- Are there washrooms that are gender-neutral, family friendly?
- Has the venue been set up in such a way that everyone can see and hear? (e.g. microphones, sound systems, video displays).

Communication:

- Have participants been canvassed in advance to make sure their needs are accommodated? (e.g. dietary concerns, sign language interpretation, alternatively formatted documents).
- Have participants been notified well in advance of the event so they can arrange for accessible transportation, attendant services and other personalized services that might be required?
- Does the advertising include a contact name in case of concerns?

Participation:

- Has the date been checked to ensure it does not conflict with a cultural or religious holiday?
- Has there been outreach to encourage members from equity seeking groups to participate?
- Have you considered childcare/dependent care?
- Have provisions been made regarding child care, dependent care, and elder care? (e.g. providing choice of on-site and subsidies for members with these responsibilities)?
- Have mechanisms been put into place to address financial concerns? (e.g. pre-payment of hotel rooms/travel is preferable to reimbursement of these expenses)?