

## **TERMS OF REFERENCE**

**Committee:** ONA Local 80 Human Rights & Equity Committee

**Authority:** ONA Local 80 Executive

**Policy Statement:** *“The members of Local 80 HR&E Committee recognize that this committee is best served by representation from the broadest possible diversity of member background, experience and thoughts. The Committee is committed to diverse representation without regard to race, religion, national origin, sexual orientation, age, gender or physical ability.”*

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### **Aims & Objectives:**

- To promote a greater understanding of issues related to HR&E
- Advocacy for an environment that promotes dignity and respect for all. Promote awareness of membership rights under the HR Code and the Collective Agreement
- To assist members in their efforts to achieve equity and provide support and guidance to members regarding HR&E issues
- Be first contact for members experiencing discrimination or harassment by others (including employer, employees, patients, clients and their families)
- Follow the process currently in place for representation of members with HR&E issues

### **Membership:**

- 8 to 10 members in total
- 3 from Executive (including Chair of Committee)
- At least 1 from each designated group: racialized, aboriginal, disability, francophone, LGBT
- With expression of interest, new member/replacement member may be appointed by Chair

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**Frequency of Meetings:**

- The committee will meet every two months
- Meeting dates to be determined before or at beginning of each year

**Duties of Committee:**

- 1 Document and track incidents of discrimination and harassment in the workplace
- 2 Sharing all experiences related to HR&E issues with all members of the committee at each meeting, and as needed
- 3 Ongoing education of members of the committee on Human Rights & Equity issues, to allow comfort and knowledge when dealing with issues as they arise
- 4 Support Local members utilizing the harassment policy
- 5 Expectations and responsibilities to attend every meeting (must attend no less than 4 per year). Must confirm attendance/regrets to the Chair prior to the next meeting.
- 6 Provide advice and educate the membership with regards to HR&E issues.
- 7 Foster relationships with other Local HR&E Committees.

**Duties of Chair:**

- 1 Provide reports to the Local Executive at each executive meeting regarding HR&E activities
- 2 Establish and maintain contact with ONA Central HR&E Vice-President
- 3 Coordinate efforts of the HR&E committee
- 4 Preside at meetings of the HR&E committee
- 5 Be responsible for HR&E communication to membership: via unit reps, newsletters, networking activities, etc.

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## **ACCOUNTABILITIES**

1. Advocacy for an environment that promotes dignity and respect for all and promotion of awareness of Human Rights and Equity and membership rights under the Human Rights Code and the collective agreement

### **QUESTION: How will we do this?**

2. Process for the committee to identify learning needs
3. Bring a human rights and equity perspective to all issues
4. Review all employer policies in a pro-active manner to ensure compliance with the Human Rights Code and the collective agreement.
5. Have a Communication Plan to keep the Bargaining Unit President, leadership and Labour Relations officer informed on Human Rights issues with appropriate feedback loops to members.

### **QUESTION: Once again, HOW?**

6. Have a process in place to identify trends and report problem areas of the collective agreement to the BUP and Negotiating Committee for proposal development in bargaining
7. Have a process for representation of members with human rights and equity concerns

## **DUTIES**

1. Be first contact and support for members experiencing discrimination or harassment by other members, the employer, other employees, patients/clients, and their families.
2. Be the liaison with the District Service Team and give feedback to the member
3. Submit monthly reports to the executive regarding HR & E activities.
4. Participate in workplace committees or working groups dealing with HR&E.
5. Document and track incidents of discrimination and harassment in the workplace.
6. Educate members
7. Support members utilizing the Member-to-Member harassment policy.