

Human Rights and Equity Representative

To ensure ONA fulfills its goals expressed in the ONA statement of beliefs, which are to promote equity and diversity in the workplace and protect members' legal and contractual rights to work in environments that are free from harassment and discrimination.

Mission, Vision and Values (Strength and Unity, Integrity and Professionalism, Diversity, Equity and Inclusion)

- Act in alignment with ONA's values
- Understand and promote ONA's strategic plan
- Ensures confidentiality is maintained of members' information, including personal health information, in accordance with ONA policy (keeping files in a secure locked location)
- Network with other human rights and equity (HRE) representatives around the province
- Use an ONA e-mail account where available, for bargaining unit work (i.e. does not use the employer e-mail).
- Is aware of yearly meetings, committee meetings and events that impact members (Bargaining Unit, labour-management, grievance meetings, etc.; Local meetings, Area Coordinator Conferences, Provincial Coordinator Meetings, Biennial Convention, etc.)
- Attend Bargaining Unit meetings
- Build effective working relationships with the members of the Bargaining Unit team, employer, and members
- Ensure and participate in the process to turn over files to an incoming HRE representative

Priority: Members Informed: Empowering you with the information you value

- Raise awareness among membership about ONA's work in HRE by promoting:
 - ONA's HRE caucus dates and the HRE subsidy to membership
 - The diverse events ONA promotes and supports across the province such as Pride events, Toronto Caribbean Carnival, Carnival North
 - ONA's educational resources and, members to access them
 - Following the Bargaining Unit's process to ensure new members are signed up and educated on the value of the union
 - Following the process in their Bargaining Unit to update the executive booklet (i.e. ensuring names and personal e-mail addresses are updated so that communications can be received from ONA)
- Foster advocacy among the membership related to HRE, by:

- Ensuring members are aware how to contact their return to work/accommodation/HRE representative
 - Fostering awareness of who the Bargaining Unit leaders are and how to contact them
 - Reporting on issues to the Bargaining Unit President and members at Bargaining Unit meetings
 - Fostering a sense of advocacy by encouraging members to familiarize themselves with:
 - The collective agreement, in particular articles related to human rights and equity
 - ONA's anti-racism and anti-oppression action plan and related initiatives
- Serve as the Local or Bargaining Unit liaison with the ONA provincial HRE Team and ensure feedback to the members

Priority: Members Supported: Supporting you to achieve better work conditions

- Advocate for membership needs at the Bargaining Unit level (e.g., education, budget needs, servicing supports) by:
 - Advising the appropriate chair of Bargaining Unit committees on issues to be raised with management respecting human rights, discrimination, and harassment (e.g., labour-management, occupational health and safety, grievance, etc.)
 - Collaborating with the safe return to work representative on advocating for membership on return-to-work issues that are human rights related
 - Assisting Bargaining Unit committees with review of other employer policies for compliance with the collective agreement and the Ontario Human Rights Code
 - Documenting and tracking incidents of discrimination and harassment and communicating those to Bargaining Unit President
- Act as the communication link between the Bargaining Unit and the Bargaining Unit President by:
 - Developing and maintaining a communication plan that gathers information regarding HRE issues from the membership
 - Identifying gaps/concerns for potential contract proposals
- Build an effective relationship with Bargaining Unit members

Priority: Stronger Bargaining Units: Equipping your Bargaining Unit Representatives to support you and work with you

- Develop and maintain current knowledge of:

- ONA (i.e. relevant service delivery accountabilities, ONA constitution and statement of beliefs, ONA health and welfare benefits, ONA provincial policies and Local policies)
 - Collective agreement, administration and enforcement, including payment/salary reimbursement for meetings and arranging for time off during working hours to attend meetings
 - Relevant legislation (e.g., Occupational Health and Safety Act, Workplace Safety Insurance Act, Ontario Human Rights Code, Ontario Labour Relations Act), and regulatory bodies' standards.
 - Employer policies
 - ONA's attendance management guide, accommodation and return to work service delivery accountabilities, and access ONA's harassment & discrimination policy
 - Relevant ONA resources related to human rights & equity and anti-oppression and anti-racism
- Identify educational opportunities for members and assist the Bargaining Unit and Local in the coordination of formal education pertaining to HRE, anti-racism and anti-oppression

Priority: Telling Ontarians the Truth: Sharing what you know about the state of the health care system

- Support and attend Local and Bargaining Unit political action activities
- Support brand visibility

Priority: Everyone Included: Creating a more diverse, equitable, and inclusive union

- Ensure all issues have a HRE lens applied, being cognizant of the challenges faced by members of equity groups and our obligations under the Ontario Human Rights Code
- Document/track incidents of discrimination and harassment in the workplace and forward information to the Bargaining Unit President for the purposes of report backs/enviroscans
- Identify emerging trends and liaise with Bargaining Unit President
- Continuously work towards acquiring knowledge of anti-racism and anti-oppression approaches (ARAO) and promotes ONA's ARAO action plan

Competencies and Accountabilities	Competency/Skill Development Opportunities
Competency: Knowledge	
ONA Knowledge of: • ONA constitution and statement of beliefs • ONA's attendance management guide • ONA's accommodation and return to work service delivery accountabilities • Relevant resources related to human rights & equity and anti-racism and anti-oppression	• Becoming an ONA Representative: A Beginner's Guide • Basic Introduction to Human Rights • Unionism 101- The History, The Impact, The Power
Contract Administration Knowledge of: • Collective agreement including administration and enforcement • Relevant legislation (e.g., Occupational Health and Safety Act (OHSA), Workplace Safety and Insurance Act (WSIA)) • Relevant employer policies • Ontario Human Rights Code	• Human Rights and Equity Caucus • Sector specific Contract interpretation workshops (i.e. Homes Central Contract Interpretation or Hospital Central Contract Interpretation) • Advocacy in Action 101 • The Power of the Occupational Health and Safety Act, ONA and You • Workplace Safety and Insurance Board • Disability Income Protection Plans
Competency: Leadership	
Confidentiality • Support and model ONA's mission, vision and values at the Unit levels • Maintain confidentiality and privacy of membership information • Act in alignment with ONA's values	• Privacy and Confidentiality • Facing Professional Practice Concerns • It's More Than Social Media
Advocacy • Collaborate with Safe Return to Work representative by advocating for membership on return-to-work issues related to HRE • Advocate for membership needs at the Bargaining Unit level (e.g., education, budget needs, servicing supports) • Foster a sense of advocacy by encouraging members to familiarize themselves with the collective agreement in particular articles related to HRE	• Human Rights and Equity Caucus • Return to Work and Accommodation • Representing Members with Mental Health Illnesses or Injuries • Resolving Conflict

Competencies and Accountabilities	Competency/Skill Development Opportunities
Mentor/Coaching - Identify educational opportunities to help others grow - Knowledge of available education resources related to HRE and ARAO and encourages members to access these educational resources	- The Mentoring Toolkit - The Workshop Calendar - The Education Brochure - Leadership Summit - Executive Skills I: Leading a Local
Competency: Member Engagement	
Communication - Foster awareness of who the Bargaining Unit leaders are and where their contact information is readily available - Disseminate information from the Bargaining Unit leadership team to the Unit membership as required and vice versa, fostering 2-way communication - Document/track incidents of discrimination and harassment and communicate to Bargaining Unit President	- eLearning: ONA's Anti-Racism and Anti-Oppression (ARAO) Education Series - eLearning: Beyond Good Intentions: Understanding Anti-Racism and Anti-Oppression - It's More Than Social Media
Interpersonal Relationships - Build an effective relationship with Bargaining Unit members - Ensure members are aware how to contact their return to work/accommodation/HRE representative	- Executive Skills II: Leadership Moving Forward - Making it Count at Investigations and Disciplinary Meetings
Competency: Governance	
Attendance - Awareness of key provincial and Local calendar dates - Promote HRE caucus dates - Promote HRE caucus subsidy to membership - Promote various diverse events	ONA Workshop and Events Calendar
File Management Ensure that the Bargaining Unit President has all information related to HRE files	Microsoft Teams for Local Leadership