



Management Plan for URGE Deliverables at UW

This final URGE deliverable lays out our Pods progress on current deliverables, and paths forwards to implementing the deliverables within the research lab, and at the University level. There are other stakeholders engaged in anti-racism efforts at UW, including the President's Anti-Racism Taskforce (PART) and the Graduate Student Association (GSA).

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Deliverable	Complaints and Reporting Policy (UW)
Focus	University of Waterloo - wide
Existing Policy or Resource?	UW Policy 33 - Ethical Behavior (link) UW Policy 34 - Health, Safety and Environment (link) UW Policy 42 - Prevention of and Response to Sexual Violence (link)
Initial Point of Contact(s)	<p>Someone who experienced harassment, violence, or racism can reach out to the following offices:</p> <ul style="list-style-type: none"> ● UW Equity Office <equity@uwaterloo.ca> <ul style="list-style-type: none"> ○ Jennisha Wilson (she/her) Senior Manager Anti-Racism Response <jennisha.wilson@uwaterloo.ca> ○ Emily Burnell (she/her) Equity Specialist <emily.burnell@uwaterloo.ca> ● Conflict Management and Human Rights Office <ul style="list-style-type: none"> ○ Jeremy de Boer Senior Case Consultant <jdeboer@uwaterloo.ca> 519-888-4567 ext. 49526 ● Sexual Violence Prevention & Response Office <ul style="list-style-type: none"> ○ Amanda Cook Director, Sexual Violence Prevention and Response <amanda.cook@uwaterloo.ca> 519-888-4567 ext. 46869 ○ Meaghan Ross Sexual Violence Response Coordinator <m23ross@uwaterloo.ca> 519-888-4567 x40025 <p>Questions about UW Policies can be directed to the Secretariat.</p> <ul style="list-style-type: none"> ● General inquiries to: Emily Schroeder <eschroeder@uwaterloo.ca> 519-888-4567 x32749
Where It Is or Will Be Posted	UW Policies are posted on the Secretariat's website
Review/Update Interval	<p>UW Policies are reviewed about every five years, by a committee relevant to the Policy.</p> <p>UW Policy 33 is currently undergoing revision. A special committee was struck. As of May 2021 the Graduate Student Association (GSA) is seeking to provide feedback on the policy revisions.</p>

Racial Risk Assessment?	While the UW Equity Office now has Anti-Racism Response Experts, UW Policy makes no mention of racism besides specifying that descrimination based on race is prohibited under the Ontario Human Rights Code.
Training Recommended?	The proposed draft of Policy 33 states that “The University is responsible for providing education on how to recognize and prevent harmful attitudes and behaviours such as Harassment and Discrimination, Workplace Harassment, Sexual Violence, and other forms of Ethical Misconduct. It is also responsible for making training available to Responsible University Administrators on their roles and responsibilities to recognize and address behaviours that may constitute Ethical Misconduct.”
Approval, Check, and/or Consequence	<p>Repercussions are not clear - there is no transparency regarding what happens after complaints are submitted. GSA is collecting this data when complaints are reported through them.</p> <p>Follow up information should be collected as to how complainants feel about resolution. Do they feel that things have been resolved? Without knowing this how can we know if the policy is working? How can policy be enforced?</p>

Deliverable	Complaints and Reporting Policy (Lab)
Focus	Wetland Soils and Greenhouse Gas Exchange Lab
Existing Policy or Resource?	The WSGGEL Lab has a Complaints and Reporting Policy, currently part of our URGE Session 2 Deliverable.
Initial Point of Contact(s)	Maria Strack. If you do not feel comfortable contacting Maria about a complaint, please feel free to contact the Department Chair, Richard Kelly (rejkelly@uwaterloo.ca).
Where It Is or Will Be Posted	Lab website, Teams site, hard copy in lab.
Review/Update Interval	Recommend every 2 years (September).
Racial Risk Assessment?	See Lab Code of Conduct and Safety Plan, part of URGE Deliverable 6 and posted to Lab website.
Training Recommended?	See Lab Code of Conduct and Safety Plan, part of URGE Deliverable 6 and posted to Lab website.
Approval, Check, and/or Consequence	Development of transparent reporting policy on follow through on complaints reported

Deliverable	Demographic Data (UW)
Focus	University of Waterloo - wide
Existing Policy or Resource?	<p>There is currently no mandated reporting of demographic or identity affiliations for students and staff at UW. Our URGE Deliverable 3 reports some voluntary survey data conducted on an incoming undergraduate cohort, and on a subset of faculty in Research Chair positions. In May 2021, Jermal Jones, the Director of the UW Equity Office, provided an update to the Graduate Student Relations Committee on the status of the Equity Data Advisory Group. The Graduate Student Association Equity Coordinator is represented on that advisory group. The advisory group has the following mandate to provide guidance and advice on:</p> <ul style="list-style-type: none"> • the kinds of equity data Waterloo should collect, • the wording of questions and self-identification options to accurately represent diverse identities, • strategies to build a culture of disclosure, where people feel comfortable and safe to self-identify, and • recommendations to consistently use equity data to inform institutional processes and decision making. <p>Reporting of Demographic Data will be improved with the outcomes of this advisory group's recommendations. At this point, data is expected to be voluntarily reported.</p>
Initial Point of Contact(s)	Jermal Jones (he/him) Manager, Equity Office jermal.jones@uwaterloo.ca
Where It Is or Will Be Posted	Lab website with other URGE deliverables
Review/Update Interval	Every 2 years (September)
Racial Risk Assessment?	For consultation with Faculty and University level administrators
Training Recommended?	No
Approval, Check, and/or Consequence	Planned follow-up on this with Dean in June 2021

Deliverable	Policies for Working with Communities of Color (Lab)
Focus	Wetland Soils and Greenhouse Gas Exchange Lab
Existing Policy or Resource?	There is currently no UW-wide policy. As part of URGE Deliverable 4 the WSGGEL Lab has an internal policy. We are planning a meeting with the Dean of Environment in June to discuss the creation of a policy at the faculty level. We are recommending that a racial risk assessment will be conducted on this policy as it is being created. We will suggest training courses that should be required to gain travel or fieldwork approval from the University. These include <u>bystander intervention</u> , “You Don’t know What You Don’t Know” Indigenous Student Affairs workshop, <u>Human Rights & Equity Office Training</u> .
Initial Point of Contact(s)	Maria Strack
Where It Is or Will Be Posted	Lab website with other URGE deliverables; Teams site; hard copy in the lab
Review/Update Interval	No set interval, recommend annually (September)
Racial Risk Assessment?	Racial risk assessment on this deliverable is planned for August, then we will revise the deliverable if necessary. Training is needed for staff, both so they understand the importance of this new policy as well as for how to implement the policy itself. Approval process can be incorporated into travel approval, e.g. check if travel or work will involve communities of color and has this new policy been reviewed and followed in the plans for this trip; consequence of not following policy would be assigned readings and additional training.
Training Recommended?	Yes
Approval, Check, and/or Consequence	Advocate for UW-wide Policy

Deliverable	Admissions and Hiring Policies (UW)
Focus	University of Waterloo - wide
Existing Policy or Resource?	These are proposed modifications to the existing Hiring policy. These are not public currently, but we recommend posting policies (as much information as possible) publicly on the jobs board for potential candidates.
Initial Point of Contact(s)	UWaterloo Human Resources
Where It Is or Will Be Posted	UW Policy 65 - Equality in Employment (link) UW Commitment to Employment Equity (link)
Review/Update Interval	UW Policy 65 has not been updated since 1998. UW Policies are expected to be reviewed every five years.
Racial Risk Assessment?	Should be intrinsic to UW Policies
Training Recommended?	Anti-bias training may need to be part of this as the policies are reviewed and updated by staff to ensure bias does not impact the development of these policies, as well as afterward for implementing the policy itself. The UW “Commitment to Employment Equity” does not specify what training is available or is in development to improve hiring practices.
Approval, Check, and/or Consequence	Approval process would be part of hiring staff (or admitting students), e.g., does your plan to hire a new position adhere to the updated policies.

Deliverable	Safety Plan (Lab)
Focus	Wetland Soils and Greenhouse Gas Exchange Lab
Existing Policy or Resource?	The WSGGEL has developed a Safety Plan as part of URGE Deliverable 6. UW has resources posted at the Safety Office (link) but these materials do not discuss safety risk from harassment or discrimination.
Initial Point of Contact(s)	Maria Strack
Where It Is or Will Be Posted	Lab website. Teams site. Hard copy in the lab.
Review/Update Interval	Annually, prior to the field season (March-April)
Racial Risk Assessment?	Planned, included as part of URGE Deliverable specifically discussing off-campus risks.
Training Recommended?	This is adding anti-racism specific policies to the Safety policies in the Employee Handbook. Training should be paired with the training for the deliverable on working with communities of color to emphasize the importance of these new policies, and then also on the details associated with implementing the safety plan policy.
Approval, Check, and/or Consequence	Approval process can be incorporated into travel approval, e.g. check if racial risk assessment has been done on this travel location; consequence of not following policy would be additional scrutiny on future travel requests, assigned readings, and additional training.

Deliverable	Resource Map (Lab)
Focus	Wetland Soils and Greenhouse Gas Exchange Lab
Existing Policy or Resource?	There is no current resource map, but this could be part of onboarding and/or orientation and incorporated into the employee handbook. The approval can be incorporated along with the admissions and hiring policy, as part of a proposal to hire a staff member or admit a student then HR would check that the person they report to has a plan to go through the resource map with them.
Initial Point of Contact(s)	Maria Strack
Where It Is or Will Be Posted	Lab website with other URGE deliverables; Teams site; hard copy in the lab
Review/Update Interval	Annually (September)
Racial Risk Assessment?	Not planned
Training Recommended?	New student orientation during lab meetings
Approval, Check, and/or Consequence	Check annually that all lab members are aware of resource. Discussion with Dean or Associate Dean grad studies for need for resource map at Faculty level