

1 PLANNING

- Is there someone to read the Acknowledgement of Traditional Land?
- Is there someone to read the Anti-Harassment & Equity Declaration?
- Has the OSSTF/FEESO Equity Statement and the Anti-Harassment Statement been provided?
- Has an anti-harassment officer been assigned?
- 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 the content of the workshop/activity been screened for bias?
- Are materials available in alternative formats (e.g. providing it in advance, large font, online)?
- Will the menu provide sufficiently for those with food allergies, restrictions, or religious accommodations?

OSSTF/FEESO acknowledges the importance of encouraging and supporting involvement by all members, while recognizing that some members have historically been marginalized. To reduce barriers to participation in and at OSSTF/FEESO events, we provide this checklist for event planning.

For assistance, further information and resources, please contact the OSSTF/FEESO Equity Officer, Jenny Chen, at 416-751-8300 ex. 398 or jenny.chen@osstf.ca.

2 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 for these arrangements as well as in case of other concerns?

3 PHYSICAL STRUCTURE

- Is the location of the event geographically central?
- 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 all gender, 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)?

4 PARTICIPATION

- Has the date been checked to ensure it does not conflict with a cultural or religious holy day?
- Has there been outreach to encourage members from equity seeking groups to participate?
- 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)?