

The Engineering Society of Queen's University Presents



## **Equity, Diversity, Inclusion, Indigenization (EDII) Action Plan**

By the 2021-2022 Executive-Director Team

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## Land Acknowledgement

Queen's University is situated on traditional Haudenosaunee and Anishinaabe territory. As part of Queen's University, the Engineering Society recognizes this territory's long history predating the establishment of the earliest European colonies. The Engineering Society recognizes this territory's significance for the Indigenous Peoples who lived, and continue to live, upon it and whose practices and spiritualities were tied to the land and continue to develop in relationship to the territory and its other inhabitants today.

It is the Society's understanding that this territory is included in the Dish With One Spoon Wampum Belt Covenant, an agreement between the Iroquois Confederacy and the Confederacy of the Ojibew and Allied Nations to peaceably share and care for the resources around the Great Lakes. The Kingston Indigenous community continues to reflect the area's Anishinabek and Haudenosaunee roots. There is also a significant Metis community as well as First Peoples from other Nations across Turtle Island.

The Engineering Society is grateful to operate upon these traditional territories of the Haudenosaunee Confederacy and Anishinabek Nation. We are committed to learning about the role we can play in Indigenization and the impact our practices have both as a student society and as uninvited guests upon this traditional territory.

Reflecting on our personal backgrounds, we as an Executive recognize that our ancestors are uninvited settlers on these lands and that we have benefited from the continued systemic oppression of indigenous peoples. As those who have both privilege and power, our goal is to uplift indigenous voices and actively work towards indigenization and de-colonization.

We are committed to supporting initiatives and events that will make engineering a more inclusive and accessible environment for indigenous students. If you or your affiliated group have ideas or events where are looking for monetary or general support, please reach out to the Executive at the emails listed below.

## Introduction

The Engineering Society is a student organization that is committed to providing an inclusive, safe, and equitable experience for all of its members and the Queen's community as outlined in its constitution. We seek to continually become more proactive in supporting our diverse faculty of students.

In the summer of 2020, the Engineering Society created a detailed Equity, Diversity, and Inclusivity (EDI) action plan for the 2020-2021 school year. Many of the initiatives were put into action and the entire plan was reflected on in the 2021 EDI Report. Based on these proposed initiatives, the reflection of their progress and feasibility, as well as further research the 2021-2022 Equity, Diversity, Inclusivity, and Indigenization (EDII) Action Plan was developed. To maintain transparency and to ensure these initiatives are carried forward, we have outlined the progress of each initiative in this report and recommendations for next steps.

We will continue to critically evaluate the role of the Engineering Society in combatting systemic discrimination and racism, while promoting accessibility and inclusivity both on campus and in our daily



lives. Should you have any questions or feedback, we encourage you to reach out to the Engineering Society Executive, through their contact information below.

The overarching theme this year is to provide tools, opportunity, and learning resources for our student body to learn about systemic racism, indigenization, equity, and how they can positively contribute to these causes. A large focus has been on extending support, training, and resources to our affiliated groups. Such groups include design teams, clubs, conferences, services, and more. This is in recognition that most of the Engineering student body interacts with and are members such groups.

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## I. Completed Initiatives Proposed This Year

### i. Conference on EDII (Equity, Diversity, Inclusivity, Indigenization)

**Oversight:** Director of Social Issues, Director of Conferences, Vice-President of Student Affairs

**Initiative Description:** The Engineering Society Conference on EDII-AS (Equity, Diversity, Inclusivity & Indigenization, Accessibility and Sustainability) is a brand-new conference than ran for the first time this year. The purpose of the EDII conference is to raise awareness and create learning opportunities about the importance of EDII within both the university space and the workspace. We want to make Queen's a more inclusive and welcoming community that values and respects diverse values and backgrounds. Our goal is to educate students on EDII, foster better working environments for the future, and create learning opportunities for students understand how we can integrate EDII, Accessibility and Sustainability in Engineering.

Key Performance Indicators	Updates
<ul style="list-style-type: none"><li>At least 100 participants attend the conference.</li><li>Increased awareness around Engineering Society EDII, Accessibility and Sustainable Strategic Planning within members of the Engineering Society.</li><li>Demand from student body and policy change to ensure conference is an annual event.</li><li>Moving Forward: Implementation of a post-conference survey to receive feedback and metrics to assist in future conference planning.</li></ul>	<ul style="list-style-type: none"><li>Online Conference ran on March 12<sup>th</sup> 2022, with Keynote from Dean Deluzio + Equity Team, Sustainability in Engineering Panel, and Diversity &amp; Anti-Racism Panel. 60 people attended the conference.</li><li>Planning in progress for potential EDII Clubs fair, to return positive engagement to these organisations.</li></ul>

**Moving Forward:** For next year, focus should be put into planning earlier, marketing more, and reaching out to speakers outside the university to form panels. Alumni involvement, as well as support from the AMS and FEAS is also ideal.

### ii. Expansion of Bursary Program

**Oversight:** Director of Social Issues, Campus Equipment Outfitters managers

**Initiative Description:** Last year (2020) the Bursary Committee was restructured to include an appeals process. As recommended in the EDI Accountability Report 2021, this will continue and bursary budgeting has been increased across multiple portfolios. Although an appeals process has been implemented in 2020 and is currently made available on the bursary form and status emails, bursary policy will continue to be reviewed this year to ensure best practices are followed. Furthermore, bursary distribution and form



operations will be re-assessed this year to find more accessible and efficient methods to operate society bursaries.

Key Performance Indicators	Updates
<ul style="list-style-type: none"><li>Bursary requests are fulfilled more frequently throughout the school year.</li><li>All granted bursaries have been used.</li><li>Policy changes approved by Council that improve the efficiency and equity of the bursary process.</li></ul>	<ul style="list-style-type: none"><li>Bursary automation was completed. The form is now maintained via a SharePoint, and data is immediately appended and stored in a single excel file and sorted for efficiency</li><li>Policy changes made to Bursary Policy, to provide more clarity and efficiency to Bursary hiring, management and operations.</li></ul>

**Moving Forward:** It is recommended that Bursary policy and operations be reviewed at least once a year to ensure the most optimal processes are in place. Furthermore, the system and operations should be available on the EngSoc EDII website (when completed) for transparency and online accessibility.

### iii. Professional Development EDII Chat

**Oversight:** Director of Professional Development (Alumni Relations Committee)

**Initiative Description:** The EDII Alumni Panel took place over Zoom this year. We had a guided discussion with alumni panelists covering topics such as gender, sexual, and racial diversity, and accessibility in the workplace. PD's Alumni Relations Committee prepared questions to start the discussion and students were able to ask their own questions at the end of the event.

Key Performance Indicator	Updates
<ul style="list-style-type: none"><li>The goal of having 4 alumni on the panel who are comfortable discussing a variety of EDII issues, including but not limited to accessibility, gender and sexual diversity, indigenization, and/or race was met.</li><li>At least 10 student attendees.</li></ul>	YES. Four alumni panelists was able to speak on different EDII related topics (e.g. race, women in engineering) and 20 students attended. Feedback collected from the attendees was very positive.

**Moving Forward:** It is recommended that this event be repeated annually and include an indigenous alumni panelist. There is room to grow in number of attendees especially with how well the event ran this term and no ticket costs.

### iv. Sustainability & Diversity Job Fair

**Oversight:** Director of Professional Development (Industry Relations Committee)

**Initiative Description:** The job fair was initially proposed to be a two day event with each day being dedicated to either sustainability or diversity. However, it was combined to be a one day event that ran virtually. Each company attending either encourage diversity in their employees or have positions related to the environment. The job fair worked similarly to a typical job fair with students attending company booths of interest.



Key Performance Indicator	Updates
<ul style="list-style-type: none"><li>At least 5 companies for sustainability and 5 companies for diversity.</li><li>At least 2 company presentations; one for sustainability and one on diversity.</li><li>At least 30 student attendees.</li></ul>	YES. 180 students registered to attend the job fair and 105 students attended the event. 20 companies registered for the job fair and 18 companies attended the event. The feedback from both students and companies was very positive, with the majority greatly enjoying the event and Remo platform used. The main negative feedback received from students was for companies to provide more detailed information on their diversity and sustainability practices. This indicates that the event was more successful as a job fair rather than an EDII initiative. From companies, the main negative feedback was the long duration of the job fair and some wished for even higher student turnout.

**Moving Forward:** For the job fair to continue, next year's team will need to determine if the fair should be held in person or online, if companies should be charged a fee to attend, and determine a strategy to address the negative feedback received this year.

v. Improving Council's Equity Practices

**Oversight:** Director of Governance, Vice President of Student Affairs

**Initiative Description:** Engineering Society Council attendees are encouraged to include their pronouns in their Zoom names. When Council is held in person, all placards of the council will include personal pronouns. Furthermore, Zoom Council meetings will have closed captioning using the live transcript function. When Council videos are uploaded to YouTube, they too will have the closed captioning.

Key Performance Indicator	Updates
<ul style="list-style-type: none"><li>100% of Council members should have filled out a form to disclose their pronouns for placards</li><li>All Council meetings will have closed captioning generated through Zoom for online Council and auto-generated by YouTube for recorded in-person Councils</li></ul>	Yes. Before every council meeting, our speaker reminds everyone to add their personal pronouns. The form asking for everyone's personal pronouns was 100% completed. Most often, most attendees have personal pronouns in their Zoom name. The objective of having placards was not met since Zoom has been held in an online setting. Each Zoom Council has had live transcripts recorded.



**Moving Forward:** Placards with personal pronouns ought to be used for next year during in person Council. Including close captioning in all video postings of Council is also recommended.

vi. Inclusion of Pronouns in iCon Staff Description

**Oversight:** iCons Head Manager

**Initiative Description:** Personal pronouns on welcome whiteboard in study space. In past years, iCon staff have written their name, year, and discipline on the welcome whiteboard to build community and familiarity with students. Staff will now be required to write their personal pronouns, encouraging inclusivity and creating an overall positive and welcoming space.

Key Performance Indicator	Updates
<ul style="list-style-type: none"><li>100% of iCons writing their pronouns on the whiteboard.</li></ul>	Yes. All iCons have included their pronouns on the whiteboard sign with their name that is in front of the second-floor lab.

**Moving Forward:** Continuing with pronouns in placards for future years and live captioning for Zoom Council is essential. When Council returns to an in-person setting, it is important that software is researched to allow for those to view closed captioning in real time. Additionally, the placards should have personal pronouns in next years Councils.

i. EDII-AS Implementation in Orientation Week Survey & Report

**Oversight:** Director of Social Issues

**Initiative Description:** The mission of Engineering Orientation Week is to provide a welcoming and inclusive environment for students to transition to the Queen's Engineering faculty, society, and community. The goal of this survey is to receive feedback from our community on what can be continued, and what should be changed to support stronger Orientation Week EDII, Accessibility & Sustainability (EDII-AS) strategic planning.

The Orientation Week EDII-AS survey project documentation is composed of 2 components:

**Document 1:** Orientation Week Anonymous Survey responses, and **Document 2:** Advisory Board & Equity Team recommendations & feedback

The documents will be presented to the incoming FREC Committee'22 at the end of the fall semester, with the support of the Director of Social Issues and Advisory Board.

Key Performance Indicators	Updates
<ul style="list-style-type: none"><li>Over 100 responses from survey audience</li><li>Implementation of minimum 2 recommendations of survey into Orientation Week 2022, with an ideal of 90%.</li></ul>	<ul style="list-style-type: none"><li>Around ~77 responses from both FRECS, OTIS, and Incoming Students</li><li>Document 1 was produced and presented to Advisory Board</li><li>Due to 'lack of actionable information', it was decided by Board not to proceed with document 2</li></ul>



<ul style="list-style-type: none"><li>• Statics with Orientation Week stakeholders in late fall/early winter semester to discuss report details, and support EDII-AS Event planning for Orientation Week 2022.</li></ul>	<ul style="list-style-type: none"><li>• Uncertain if document was passed to FC, and if any actionable items were put in place</li></ul>
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**Moving Forward:** It is recommended that collaboration between the DoSI portfolio and FC is improved, and more focus is put into the EDII survey, to receive more engagement and critical feedback to improve future orientation weeks. It is recommended that Document 1 be re-looked into by the new executive, highlighting feedback from OTIS'21, to create actionable items to support involvement in Orientation Week.

ii. EngLinks Bursaries for Personal Tutors

**Oversight:** President, EngLinks Head Manager

**Initiative Description:** Implement bursaries for one-on-one tutoring to make this academic service more financially accessible. This bursary is dedicated to students who need ongoing tutoring throughout the semester.

Key Performance Indicator	Updates
<ul style="list-style-type: none"><li>• Integration into EngLinks tutor request system to apply for personal tutor bursary.</li><li>• EngLinks bursary allocations are used.</li><li>• Increased tutor recurring tutor requests.</li></ul>	Yes. The initiative has been implemented. 1 student has utilized the support.

**Moving Forward:** This service should be advertised more to students and policy should be written to encourage best practices.



## II. Initiatives Started this Year

### vii. EDII in the Workplace Module

**Oversight:** Director of Professional Development

**Initiative Description:** The EDII in the Workplace module is an asynchronous training module with the goal of educating students on their rights in the workplace and tips on being a respectful coworker. The module includes a brief overview of legal rights, stories from alumni, EDII related interview questions, and common workplace EDII requests.

Key Performance Indicators	Updates	Next Steps
<ul style="list-style-type: none"><li>At least 1 student takes the module.</li><li>Over 70% of students who fill out the module feedback survey find the module useful</li></ul>	The module content has just finished being developed and is being sent to Corporate Relations and the Human Rights and Equity Office for review. The module will be distributed to students in the coming weeks and there are gift card raffles to encourage module completion. As the module has not been shared to date, there are no KPIs available	For next year, focus should be placed on distributing the module to students and encouraging completion.

### viii. EDII Funds Request for affiliated groups

**Oversight:** President, Vice-President of Operations, Vice-President of Student Affairs, Director of Social Issues

**Initiative Description:** All Engineering Society affiliated groups are encouraged to improve EDII within their operations. To minimize financial barriers to this, the Engineering Society has allocated a small portion of the operational budget for these initiatives that would otherwise not be feasible to implement. Any funds granted to these groups will be determined based on the financial need of the group and the initiative's impact on the student body. A form was created and sent out to all affiliated groups. When the form is filled out by an affiliated group, the President will receive an email notification of the request and call a meeting with those who have oversight to discuss the request. A decision should be made within 2 weeks of the funds being requested.

Key Performance Indicators	Updates	Next Steps
<ul style="list-style-type: none"><li>At least one new initiative improving EDIIA within the society is implemented</li><li>Min. 2 requests for funds</li></ul>	The form was created in the summer as describe in the initiative description. However, the form was not used in the fall semester. During the Microsoft Office migration of	Should this initiative continue, the from will need to be reconstructed and distributed to affiliated groups. Policy should also be written, similar to that of the bursary policy to ensure best practices.



<ul style="list-style-type: none"><li>• All allocated money goes directly towards supporting student run initiatives</li><li>• Policy written and approved by Council outlining the process</li></ul>	servers, the form was unfortunately lost.	
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ix. Design Bay Accessibility Improvements

**Oversight:** Vice-President of Student Affairs, Director of Design

**Initiative Description:** The Design Bay located in the Integrated Learning Centre (ILC) is not accessible, particularly due to various tripping hazards that barriers for students with limited mobility. The goal is to remove or at least significantly mitigate physical barriers to the Design Bay to ensure any student on a Design Team can actively participate and contribute to the team's project.

Key Performance Indicators	Updates	Next Steps
<ul style="list-style-type: none"><li>• Where design bay rooms can be navigated by at least a single person, and ideally by a person using a wheelchair.</li><li>• All rooms have space to move/ make way for a wheelchair.</li><li>• Get at least 3 accessibility submissions from design teams, where at least one from each team is ideal.</li></ul>	Design teams did not regain access until week 4 and was closed again after week 12 until week 6 of the winter semester. Many teams did not make use of the space (in terms of building etc.) until recently. This was put on the backburner as the spaces were largely unused. For the remainder of the semester, we will try to evaluate and plan. With space allocation over the summer, the hope is to do some reorganization during move in/ move out to make them more physically accessible.	I highly recommend this initiative be continued by the next VPSA and DoD. It is a great way to make the spaces accessible for students and encourage more engagement within design teams. Next steps would be consultation with the incoming design team heads to plan for their individual spaces. Preliminary research on space organization has been done, new team should finalize the changes and reflect the funds in next year's operational budget.

x. EDII Design Team Committee

**Oversight:** Vice-President of Student Affairs and Director of Design

**Initiative Description:** Many design teams have done great work this past year regarding EDII initiatives and building a more welcoming team environment. However, there is still substantial room for improvement and an EDII Committee will allow students to acknowledge and address EDII-related problems. The Vice-President of Student Affairs will work closely with the Director of Design, Committee Chair (Caroline Kim) and team captains to support and collaborate on EDII initiatives discussed in committee. This includes drafting EngSoc design team contracts that set the standard of behaviour, environment, and EDII-AS within teams.



Key Performance Indicators	Updates	Next Steps
<ul style="list-style-type: none"><li>At least one 'EDII in Design Committee' meeting per semester.</li><li>At least 50% of teams in attendance and ideally one representative from each team.</li><li>Design team contracts drafted by VPSA, edited and approved by committee. Contracts brought to council in the fall.</li></ul>	<p>Again, due to the restrictions with COVID-19, the focus for design was to get the teams back in-person. Complete logistics for this initiative were completed by VPSA and sent to design teams for feedback over the summer. Implementation was not possible over the calendar school year as reopening and other projects took priority.</p> <p>Design team contracts have been drafted but not reviewed by the committee (since it did not occur). The goal is to work with the incoming team to implement this for the following Fall.</p>	<p>I highly recommend this initiative be continued by the next VPSA and DoD.</p> <p>Work with design teams to elect a committee co-chair for the following year. This chair will be a design team executive member.</p> <p>Work with the incoming design team captains/ heads to finalize the design team member contracts.</p>

xi. Accessible Spaces Fund

**Oversight:** Vice-President of Student Affairs

**Initiative Description:** The Accessible Spaces Fund is a proposition for future years as long-term solution to many of the Engineering Society's spaces being inaccessible. The intention this year is to research the logistics of such a fund and develop the framework to allow for implementation in the following year. The long-term goal is to have a sustainable fund, similar to the BED Fund, that can be used to eliminate barriers of accessibility in our spaces.

Key Performance Indicators	Updates	Next Steps
<ul style="list-style-type: none"><li>Implementing the framework to support the collection of funds (if applicable).</li><li>Feasibility report on Accessible Spaces Fund provided to council.</li></ul>	<p>Due to the restrictions with COVID-19, many engineering spaces were closed. Specifically, the design bay and many of our services have only just re-opened.</p> <p>Given the scope of the project and the fact that many of these spaces are maintained by FEAS and the University, some of these fixes should arise from advocacy rather than asking for more student dollars.</p>	<p>Continued identification of accessibility issues. Continued advocacy and work with FEAS and the building managers to address specific instances.</p> <p>For spaces owned/ maintained by EngSoc, these spaces can be modified using the operational budget or the EDII funds request.</p>



xii. Increased Collaboration With EDII-Based Groups at Queen's

**Oversight:** Clark Hall Pub (CHP) Entertainment Manager; Tea Room Environment & Events and Operations Managers; Campus Equipment Outfitters (CEO) Managers

**Initiative Description:** This initiative focuses on increased collaboration between Clark, Tea Room, and CEO with EDII-related affiliated groups such as EngiQueers, QWISE, and NSBE. These services will work with these groups to learn how to be better, more active allies and host joint events. A few examples of these events and projects are listed below:

- *CHP Diversity Tap* (offering drinks from locally owned breweries, Black-owned businesses, etc. to support minority groups in the brewing industry).
- *Tea Room:* Indigenous Art Gallery Event where artwork will be sold; proceeds will go to local Indigenous organizations.
- *CEO:* Create/continue social-movement themed clothing (i.e., GIRL PWR).

Key Performance Indicators	Updates	Next Steps
Clark events: Meet with EngiQueers, QWISE, and NSBE chairs once over the summer and once each semester; Good: Host 2 events hosted by each of the above groups; Acceptable: Host 1 event hosted by each of the above groups. Clark Diversity Tap: to sell out of the craft beers they offer on the diversity tap every two weeks or months. CEO: Utilizing relevant social movements and creating equitable clothing that appropriately represents the values upheld by that social group. Tea Room: The Indigenous Art Gallery attendance will be evaluated as an indicator for the success of the event. 80% of max capacity will be considered as a good metric, with 70% being acceptable.	CEO was unable to follow through with GRL PWR and other sales due to COVID-19. CEO had a successful (sold 90% of merchandise ordered for sale) sustainable clothing brands sale with the Tea Room. Clark and the Tea Room were unable to host events due to COVID-19. Clark was unable to bring in new beverage options until the end of this year.	Clark: Further research into breweries they can support is needed. Reach out to EDII-related affiliated groups' presidents/event coordinators to see what kind of events they are interested in. CEO: Do a sale for International Women's Day and give profits to a charity, continue to pitch ideas for other sales like this (Black History Month, Orange Shirt day etc.), continue with Tea Room sale. Tea Room: This initiative will not run due to the lack of time between restrictions were going to be relaxed, in-person schooling, and building capacity. This year's management team will prepare the logistics of the event so the following year, it can be run with ease. Tea Room: Having collaborations with



		organizations such as the Movember committee, BigSpoonLilSpoon, QWASE, etc, the Tea Room is in an ideal position to repeat these collaborations (which occurred with great success).
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xiii. Increased Accessibility in Services Spaces

**Oversight:** Clark Head Manager; CEO Head Manager

**Initiative Description:** This initiative focuses on making the Clark and CEO spaces more accessible environments for all students. An analysis of the spaces will be conducted for implementing small, initial changes. Then, larger changes will be mapped out for future projects. For CEO, a focus will be placed on the planning of pop-up sales. They will be scheduled in more accessible locations and at times where most customers may be able to attend. Further, for custom sales accessibility, more office hours options and merchandise pick-up locations will be made available.

**NOTE:** Over the past few years, extensive research has gone into making Clark Hall Pub wheelchair accessible. After thorough consideration, the financial costs and University Policies made this initiative infeasible for the time-being.

Key Performance Indicators	Updates	Next Steps
<p><b>Clark:</b> Run the initial analysis of Clark with EngSoc representatives. Make 3-4 small changes (1-2 acceptable). Laydown the groundwork for a possible larger ticket item for the next team to work on.</p> <p><b>CEO:</b> Pop-up sale accessibility can be measured by reflecting on the sales made after the event and the number of accessible entrances available. Having specified alternate locations for office hours (by appointment) in the ILC on an as needed basis.</p>	Key Performance Indicators were not met due to the constant change in operations as COVID-19 risk mitigation took priority.	<p>Clark: Continue working with the Engineering Society to assessment of operations and carry forward this initiative to next year.</p> <p>CEO: When hosting pop-up sales host them in locations that are accessible, such as outside Clark Hall, in the ILC atrium, in the ARC. When meeting customers/clients offer an alternative to the office in Clark Lounge.</p>



All merchandise to be delivered by supplier directly to customer. If this option is not available, arrange for pick up at the ILC to avoid the inaccessibility of Clark Hall altogether. All sales can be measured through customer feedback surveys administered by the Services Officer.		
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xiv. Tea Room Menu Re-Vamp and Promoting Local

**Oversight:** Tea Room Operations Manager

**Initiative Description:** To incorporate more solid foods (sandwiches, wraps, snacks) that are plant based and delicious. Some ideas include introducing a falafel wrap, or more chickpea-based wraps into the menu. Increased awareness of these items and other Tea Room menu items will be raised through promotional material to support the local-businesses and suppliers that the Tea Room collaborates with. Supporting local vendors is also one of the Tea Room's pillars, thus this initiative aims to support local vendors.

Key Performance Indicators	Updates	Next Steps
Incorporate at least one new plant-based food items, with three being ideal. Incorporate at least one tea from a local Indigenous community and share their story. At least 60% of survey responses indicate they have learned from being patrons at the Tea Room.	A relationship has been established with a new local supplier to assist in the start-up of their small business. Several vegetarian options have been reinstated to the menu including grilled cheese and soup.	Continue support for this local start-up business. Integrate vegan cream cheese from a down-town supplier into the menu. This menu update is in its preliminary stages of development.

xv. Increased Merchandise Affordability

**Oversight:** Campus Equipment Outfitters Managers

**Initiative Description:** To increase the affordability of the Applied Science Jackets (GPAs) and other general merchandise and to improve the size range of products.

Over the summer, CEO spoke with the Jacket and General Merchandise suppliers to understand and negotiate price points. Jacket prices were established over the summer to reflect inflation and an increased bursary goal. Throughout September bursaries were advertised and planned collaboratively for



the first weekend of October. Bursaries will be distributed at least 24 hours before time of purchase at Jacket Fitting.

Throughout the year, a wide size range will be available on the website for purchase and available (i.e., in stock) for pop-up sales.

Key Performance Indicators	Updates	Next Steps
<p><i>Affordability of GPAs:</i> Supplier not increasing the price \$10 this year as it has each year prior. Limit the rate of increase on jacket prices from last year. At the end of first semester, find a reasonable balance between profit and breaking even.</p> <p><i>Affordability of General Merchandise:</i> Positive feedback from customers on CEO's new products. Track number of codes used through Shopify and receive more engagement in giveaways. Finding a balance between profit and breaking even after the first semester. Analyzing the sales spread with the big, medium and small budget items and seeing what does best. Based on that, determining if big or medium-budget items need to be reduced and if there is an issue with CEO's pricing. Giveaways: Seeing how many students participate. Coupon codes: Seeing how many students apply and ultimately seeing if this is a possibility.</p> <p><i>Improving Product Sizing:</i> Marked as such on the website at sales, and include this language importance in sales</p>	<p>Jackets did not increase in cost this year. Surplus that is going to result from this years budgeting (~\$10,000) reinforces that jacket prices can stay low. General merchandise with simpler designs on better quality clothing did better than alternatives, meaning less money can be spent on the designs and more on items which keeps prices low. Improved product sizing by offering wider variety in Rugby jerseys, sweaters and t-shirts.</p>	<p>Changes implemented this year should be carried forward. It is recommended to limit costs with clothing to ensure prices remain low while maintaining popularity. Continue with developed training for BA's around language at sales. Analyse which sizes are selling most in items to maximize efficiency of ordering.</p>



training for BA's, gain positive feedback on these changes. Have more of larger sizes in stock at all times.		
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xv. Increased Accessibility to Paper Content and "Pressnites"

**Oversight:** Golden Words Editors and Assistant Managers

**Initiative Description:** This initiative focuses on increasing the accessibility of the Golden Words paper to those with visual disabilities. The Golden Words team plans to achieve this goal by making all issues available online and compatible with text-to-speech, and captioning any colour content with descriptions. This will be furthered with the addition of a podcast produced through Studio Q monthly.

Key Performance Indicators	Updates	Next Steps
Website is created and functional by the beginning of the school year. Ensure colour content captions are completed before printing. Podcast: the podcast success will be assessed through the amount of work they will require throughout the year and the traction that they gain. If it is deemed feasible after the first semester, a weekly podcast in the second semester will be considered.	Website has been created.	Website is created and functional by the beginning of the school year. Ensure colour content captions are completed before printing. Podcast: the podcast success will be assessed through the amount of work they will require throughout the year and the traction that they gain. If it is deemed feasible after the first semester, a weekly podcast in the second semester will be considered.

xvi. Increasing Representation of Models

**Oversight:** Campus Equipment Outfitters Managers

**Initiative Description:** To increase the diversity and representation of CEO's models to become more reflective of Queen's students from all backgrounds.

**Timeline of Implementation:** In September, all Brand Ambassadors (BAs) and managers and representative HOCO photoshoots received updated EDII training. Throughout October to April, all major events/pop-up sales will take place. Before these events, representative sale photoshoots will take place to promote the event. After each sale, a feedback survey will be released to best assess the progress made.

Key Performance Indicators	Updates	Next Steps
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All BA's receive EDII focused training Feedback surveys are positive and indicate at least one method to improve for future years, which will be carried forward to the new CEO managers via transition.	We hired a wide variety of CEO models this year, ranging in years, faculties, and ethnicities of applicants & hires. Feedback survey goes out to customers after sales are made.	Continue embracing diversity of models. Increase collaborations with groups that promote accessibility and diversity on campus.
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xvii. iCon Equipment List for the Visually Impaired

**Oversight:** iCon Head Manager

**Initiative Description:** Providing list of equipment in appropriate font for visually impaired. List of equipment available for rent is listed on website. However, students with limited internet access or visual impairment will benefit from a physical copy of the list of equipment available.

Key Performance Indicators	Updates	Next Steps
3 students utilizing the physical list of equipment provided by iCon staff	The icon equipment list for visually impaired has not been created, however a virtual and paper copy is in the process of creating one.	Carry forward the initiative for next year and ensure the list is made available for students next year. Other EDII support will be discussed with the incoming Head Manager.

xviii. Training Revamp

**Oversight:** Vice President of Student Affairs, Director of Human Resources, Director of Social Issues

**Initiative Description:** In 2020, it was proposed that the Engineering Society work towards modifying existing training to be best applicable to life within the Engineering Society. This consisted of Implicit Bias, Anti-Oppression, Power & Privilege, and Inclusive Environment trainings. This was infeasible at the time, and so the Director of Social Issues, the Equity Team, and Director of Human Resources worked over the summer to restructure some internal trainings, such as accessibility training, and EDII in Leadership. The aforementioned trainings will continue to be outsourced as they are official HREO trainings. Expanding and improving training is a constant need within the Society as we become more educated.

Key Performance Indicators	Updates/ Completion	Next Steps
<ul style="list-style-type: none"> <li>Revised Accessibility Trainings submitted over Summer 2021 are implemented in Fall 2021 Training Conference.</li> <li>Anti-Oppression, Power &amp; Privilege, and</li> </ul>	All equity-based training modules offered by EngSoc were researched by the equity team in the summer, and content reviewed/ collated by DoSI and VPSA.	This will be an ongoing project, and we recommend that each year reviews the content of our trainings to ensure we are preparing our student leaders with the most up-to-date and relevant information.



<p>Inclusive Environment trainings from HREO continue to be delivered to leaders</p> <ul style="list-style-type: none"><li>• EDII in Leadership Training is included in the Winter Training Conference</li></ul>	<p>DoHR has revamped the delivery of all training modules using Articulate360. DoHR also reviewed some of the training modules offered through HREO and has put together a list of recommendations for which student leaders should participate.</p> <p>Training delivery has been re-structured to be mostly online and synchronous, due to COVID-19.</p>	<p>Outgoing DoHR and VPSA will work with the incoming team to recommend/ implement hybrid training delivery.</p>
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xix. First Year EDII Events

**Oversight:** Director of First Year

**Initiative Description:** EDII workshops and speaker events held for first year students throughout the year, the plan currently includes workshops to support international students, WISE (Women in Science and Engineering), speakers and activities throughout black history month, and activities related to supporting indigenous students. The goal is to host 2-3 EDII centered events minimum over the course of the school year and to pass on this initiative to next years' Director of First Year to further develop.

Key Performance Indicators	Updates	Next Steps
<p>For online events ideally 40 first years where 20 is sufficient. For in-person ideally 70 first years where 50 is sufficient.</p> <p>80% + Positive feedback from first year students and other relevant stakeholders who've attended the event(s).</p> <p>A section in DoFY transition manual outlining success of events and sharing feedback from team and attendees on how the event can be improved in future years.</p>	<p>Number of events: 3 EDII centered events were held in total throughout the term (up to AGM), these were a WISE workshop, welcome/info session for international students, and an EPT (English Proficiency Test) preparation drop-in session in collaboration with EngLinks</p> <p>Attendance: 12 attendants total for the WISE workshop, 20 and 5 attendants for the welcome info session and EPT session (above normal faculty engagement with international students)</p> <p>Feedback: Difficult to gauge feedback due to remote nature</p>	<p>Transition: will be communicated verbally and a section will be added to transition manual.</p> <p>Improve engagement with first years in these EDII events to ensure they are more first-year centric.</p> <p>Make events more interactive and engaging when educating students on EDII, rather than a traditional information session.</p> <p>Increase academic support for international students</p>



	of events. Generally, the events held for international students were very well-received by the attendees and other stakeholders. The WISE workshop was less well-received and could have been planned better	
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### III. Continued Initiatives from 2020-2021

These are initiatives implemented in the 2020-2021 Academic year that were carried forward to this year.

#### Internal Initiatives

The Internal Initiatives completed in 2020-2021 Academic Year and continued this year are outlined below in Table 1.

*Table 1: Internal Initiatives from 2020-2021 that have been executed in the 2021-2022 Academic Year*

Initiative	Oversight	Description	Update
<b>Mandatory Hiring Questions</b>	Vice-President (Student Affairs), Director of Human Resources	It is now required by Engineering Society policy (Section y.B.8.3) that a minimum of one question pertaining to Equity, Diversity, and Inclusion be asked for all Engineering Society senior leadership interviews. Senior leadership positions include, but are not limited to, Director, Orientation Chair, and Service Head Manager positions.	As this initiative is within policy, it is continuously practiced in the hiring process.
<b>LivingWorks START Training</b>	Vice-President (Student Affairs)	LivingWorks START training is a mandatory suicide prevention and response training that teaches trainees to recognize when someone is thinking about suicide and connect them to help and support.	The Engineering Society Executive Director Team and Head Managers have received this training this past summer. It is recommended that the Executive receive ASIST training in future years.
<b>Engineering Society Website Accessibility</b>	Director of Information Technology	The Engineering Society Website has been equipped with accessibility tools built by Userway. This was implemented last academic year.	This tool has been implemented and is recommended for all affiliated groups to use on their respective websites.
<b>Engineering Society Student Resource Page</b>	Vice-President of Student Affairs, Director of Communications, Director of Social Issues.	The Student Resource Page on the EngSoc website is designed as a central resource hub for students to consult. It includes EngSoc and university-level resources spanning a variety	Development was halted due to business of fall semester. Development continued in the winter semester and



		of areas, including academic, mental health, physical health, accessibility, diversity, LGBTQ2+, Indigenous student supports, international student support and financial resources. Click the provided link ( <a href="https://engsoc.queensu.ca/get-involved/resources/">https://engsoc.queensu.ca/get-involved/resources/</a> ) to visit the Student Resource Page.	the website is still under development.
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### External Initiatives

The External Initiatives completed in 2020-2021 Academic Year and continued this year are outlined below in Table 2. These include initiatives are done in collaboration with the Faculty of Engineering and Applied Science as well as the Kingston Community.

*Table 2: Community Outreach initiatives and collaborative initiatives with FEAS from 2020-2021 that will continue for the 2021-2022 Academic Year.*

Initiative	Oversight	Description	Updates
<b>Black Lives Matter (BLM) Patches</b>	Director of External Relations, Director of Social Issues	BLM patches were sold last year to support Black community groups, the Black Health Alliance and the Black Business and Professional association Scholarships. More patches have been ordered and will continue to be sold.	A patch design has been made and decided on, stage 2 involves finding organisations to donate revenue to (Local Indigenous language revitalization projects are the main option) and begin manufacturing the patches.
<b>Menstrual Products in the Engineering Buildings</b>	Director of Social Issues	The Menstrual Products initiative was created and implemented last year in 3 Mitchell Hall Bathrooms; with the goal of providing freely accessible menstrual products for students. This initiative will be continued this year in Beamish Munro Hall, with the hopeful expansion back to Mitchell Hall as well.	Baskets have been maintained in the ILC (all 3 Womens washrooms), and 4 new baskets have been placed in Mitchell Hall Womens Washrooms on the 1 <sup>st</sup> and 2 <sup>nd</sup> floors, as well as the Gender-neutral washroom in Mitchell. Discussion is being made on whether a basket can be placed in the Dupuis designated gender-neutral washroom.  Stock has been an issue this year, due to issues with EngSoc financial operations, and lack of defined oversight. It is recommended that



			stock be bought in large quantities at the start of the semester, and maintained throughout.
<b>Gender Neutral Washrooms</b>	President, Vice President of Student Affairs, Director of Social Issues	Beamish-Munro Hall does not have any gender-neutral washrooms.	Signage will be placed in Beamish-Munro Hall & Dupuis to direct students to the gender-neutral washrooms in Dupuis. The entry to Dupuis on the first floor will remain open always. Signage will be going up before the end of the Winter 2022 semester. Conversations with the faculty are ongoing, long-term goal is to repurpose an office on the second floor into a single occupancy gender-neutral washroom.



## Appendix $\alpha$ – Report Records

Document	Key Document Contributors	Publication Date
<a href="#">EDI Full Action Plan 2020.pdf</a>	<i>Alex Koch-Fitsialos (VPSA '20-'21); Andrew Vasila (Advisory Board Chair '20-'21); Carson Cook (President '18-'19); Nat Wong ('17-'18); Heather tion 3 Julianna Jeans (VPSA '17-'18); Emily Wiersma (VPSA '18-'19);</i>	August 2020
<a href="#">EDI Accountability Report 2021.pdf</a>	<i>Alex Koch-Fitsialos (VPSA '20-'21); Andrew Vasila (Advisory Board Chair '20-'21); Julia Newcombe (Director of Social Issues '20-'21); Christina Bisol (President '21-'22); Kaija Edwards (VPSA '21-'22)</i>	March 2021



## Appendix $\beta$ – Archived Initiatives

Below are the initiatives proposed and/or implemented last year, but will not be able to complete/continue this year for different reasons.

Initiatives	Description	Reason for Archiving
<b>Gender in Engineering Panel</b>	This panel supported engineering students identifying as women and/or other minority genders within engineering. There was a mentorship component as well that facilitated conversations and support from upper years to students.	Migrated to EDII Conference.
<b>Racism in Engineering Panel</b>	The panel educated engineering students and professors on how systemic racism is upheld in the engineering industry by our institutions and corporations, as well as how we can go about changing this.	Migrated to EDII Conference.
<b>Donation Policy</b>	This initiative was to develop policy that allowed for optional society-wide fee that could be used for external advocacy groups and/or charities.	The Engineering Society is already allowed to fundraise, as is the case of Terry Fox Run.
<b>Endorsement policy</b>	This policy was to outline clear guidelines indicating the values and tenets of the Engineering Society's internal and external advocacy objectives.	Our constitution outlines our values. Any policy that is not covered by the Engineering Society it is It is stated in the Engineering Society Policy that should something not be covered, policy of the AMS is to be followed.
<b>EDII Disclosure System</b>	The idea was to offer an anonymous submission form to get feedback on engineering students' experiences with regards to EDII. This would give students the chance to report instances of hate, discrimination, etc. confidentially to a small group within EngSoc.	The original scope of this project was not feasible. We do not have the training or resources to responsibly manage a system like this. This decision was made in collaboration with the HREO team and upon the reveal of their reporting system which was implemented September 2021. Their system is professionally managed and provides students with resources as well.
<b>EngSoc EDII Campaigns</b>	This campaign was designed to showcase the initiatives that Queen's	This will be integrated into the EngSoc EDII Conference where affiliated groups and



	Engineering students are taking on to support EDI. This campaign intended to increase visibility and centralize an increased marketing effort towards promoting equity organizations.	students can sign up to speak on how they've worked on supporting EDII.
<b>PD Focal Campaign</b>	An initiative aimed at showcasing the professional achievements of BIPOC+ students and alumni on the PD social media platform. The Queen's Black Academic Society (QBAS) was very kind to discuss and shape with campaign with our team. We were hopeful this initiative would increase the representation of students and alumni from varying backgrounds on our social media page, allowing current and prospective students to see themselves on Queen's Engineering platforms.	This initiative did not get much traction last year as few people would nominate themselves. The PD team will continue to highlight individuals achievements.
<b>Colourblind Resistor Analysis</b>	This initiative is a project planned and organized by the Engineering Society ESSDev Team under the Director of IT. The resistor helper is designed to be an easy-to-use tool to help those suffering from colour-blindness to determine resistor values. Although this product was originally aimed at those suffering from colour blindness, its use can be expanded to anyone building electronic circuits. Determining resistor values is a tedious process, and this tool can help anyone instantly determine <i>their values</i> .	This initiative was taken on by ESSDev in 2020-2021. The codebase was abandoned and not transitioned to the new team as it never made it to production.