

## Code of Conduct for the OPSEU Census

1. The purpose of the OPSEU Census is to gather baseline demographic information on various social identity characteristics such as gender, race, ethnicity and language in order to facilitate future membership and workforce planning, and to foster a climate of equity and inclusion at OPSEU. The OPSEU Census data will not be used for any other purpose.
2. The OPSEU Census is completely voluntary, anonymous and confidential. Individuals are encouraged but not required to complete the questionnaire.
3. OPSEU is responsible for all of the information collected during the OPSEU Census and has designated the Equity Unit Supervisor to be accountable for compliance with the principles in this code.
4. OPSEU will not collect information indiscriminately. OPSEU will limit the amount and the type of information collected to fulfill the purposes of the OPSEU Census identified in principle #1 above.
5. For the purpose of additional analysis once the final census report is complete TWI Inc. will provide the dataset collected to OPSEU for further analysis. OPSEU will adhere to the Code of Conduct and securely retain the Census dataset so that it cannot be accessed by anyone other than the authorized individuals.
6. OPSEU and TWI Inc. will maintain information collected in the OPSEU Census in a secure location and retain this information for a maximum period of five years.
7. OPSEU and TWI Inc. will ensure that information collected in the OPSEU Census is complete to enable accurate membership and workforce planning.
8. OPSEU and TWI Inc. will introduce security safeguards appropriate to the sensitivity of the information collected in the OPSEU Census to protect against loss or theft, as well as unauthorized access, disclosure, copying, use, or modification. Information gathered in the OPSEU Census shall be protected regardless of the format in which it is held.
9. OPSEU shall communicate and make readily available specific information about the policies and practices relating to the use of the OPSEU Census data.
10. OPSEU shall introduce a procedure to receive and respond to complaints or inquiries about adherence to the principles in this code of conduct. OPSEU will ensure that this process is communicated and easily accessible to OPSEU leaders, members and employees.

### Who to contact for additional information

Should you have any questions about Code of Conduct, please contact:

Archana Mary Mathew  
Equity Officer – OPSEU  
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or

Executive Assistant  
TWI Inc.  
416.368.1968. ext 410