



# SICK OF RACISM.

## Documenting Workplace Racism: Checklist

If you have, or believe you may have, experienced or witnessed workplace racism, it is essential that you document everything, whether you intend to pursue the matter or not. You never know when you will need to remember the details of a work-related incident. Here, we provide you with a checklist. Go through each step carefully.

N.B.: Do not download, fill out or save this checklist on your workplace computer. Do not send it to anyone from your workplace e-mail.

- Have you documented the incident of racist discrimination or harassment?** CUPE 3902 has created a fillable form specifically for documenting workplace racism.
  
- Have you gathered documentary evidence of this incident or other related incidents?** This would include telecommunications and documents such as e-mail and voicemail, online posts, irregular contracts, pictures, etc. You may not have this kind of supporting evidence. That is okay; it does not mean you have not experienced the racist discrimination or harassment. However, writing a detailed description of the incident becomes all the more essential: your grievance and/or complaint, if you choose to go through with it will rely on your testimony and whatever circumstantial evidence is available.
  
- Have you familiarized yourself with the language around racial discrimination and harassment?** (e.g. your [CUPE 3902 Collective Agreement](#), relevant [University of Toronto policies and guidelines](#), the [Ontario Human Rights Code](#), the Canadian [Charter of Rights and Freedoms](#)). It is important to be aware of your rights and responsibilities under each of these documents.
  
- Have you reported the incident?** While it can be intimidating to report workplace racism, it is an important step. Oftentimes, discrimination and harassment will continue and escalate if left unchecked. In cases where drastic steps had to be taken to deal with an incident, you will want to report immediately to avoid a potential discipline (e.g. [asking a student to leave the classroom during a tutorial or lecture](#)). Reporting and ending racist discrimination and harassment can also be empowering; remember, you are legally protected from reprisals for reporting racist incidents. Finally, it will be one of the first things you are asked if you proceed to a grievance and/or complaint. If you feel uncertain about what to do, see the next step.



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- Have you contacted your CUPE 3902 Staff Representative?** Our Staff Representatives are knowledgeable about the language around workplace discrimination and harassment, as well as the various options and resources available to you. If you are unsure of what steps to take, or if you have any questions, contact the union office and ask to make an appointment with a Staff Representative ([office.coordinator@cupe3902.org](mailto:office.coordinator@cupe3902.org)). It is especially helpful to speak to one of our Staff Representatives if you are not yet ready to go through a formal process. If you do eventually proceed to file a grievance and/or complaint, it will demonstrate that you were looking into your options for addressing the matter.
- Have you contacted your health practitioner(s)?** *N.B: This step is not necessary for filing a grievance and/or complaint.* However, if you claim that your health has been negatively impacted by workplace racism, you will need documentation/testimony to back the claim (e.g. doctor's note, therapist notes, etc.).