# Participant Consent Form

# Doing It Right Project

“Doing it Right” is a project being undertaken by Yukon Women in Trades and Technology and is being led by Dr. Patrick Rouble. Dr. Rouble is an independent researcher contracted by Yukon Women in Trades and Technology. The project is funded by the Future Skills Council.

Liz Peredun, Executive Director of YWITT can be reached at [ed@yukonwitt.org](mailto:ed@yukonwitt.org) or at 867-667-4441 and Dr. Rouble can be reached at [ywittresearch@gmail.com](mailto:ywittresearch@gmail.com) or at 867-667-4441. Please note that email is not a secure method of communication for personal/ sensitive information.

This consent form, a copy of which will be given to you, is only part of the process of informed consent. We are happy to provide more details about something mentioned here or about the project. Please take the time to read this carefully and to understand any accompanying information.

Veritas IRB, an independent research ethics board, has approved this research study.

## *Purpose of the Study*

We plan to collect the real-life situations that Indigenous and non-Indigenous Yukon women employed in the skilled trades and technology fields experience. And, through engagement and working groups, assist them to identify and create strategies (individual, organizational and community based) to address issues they face.

## *What Will I Be Asked to Do?*

The project will involve working with 12-15 women who are apprentices or employed in skilled trades and technology fields. It will start in the summer of 2021 and conclude January 2023. The project involves 2 parts: the collection of real-life stories and group discussions on how to address the issues that Yukon women face.

**Part A, Interviews** You will be asked to connect (either by phone, Zoom or in person to discuss your workplace experiences. We are interested about hearing about significant workplace issues- being hired, promoted, laid-off, work/life balance etc. and issues such as impacts from COVID-19, discrimination, harassment, bullying or other issues. There will be 6 interviews, about an hour in length, conducted about every 3 months over the course of the project.

**Part B, Group Meetings** You will also be invited to participate in regular group meetings, about one every three months. The group meetings will provide a supportive forum for sharing experiences, identifying issues, and peer support. A major role for this working group is also to analyze issues and identify solutions. Depending upon the decisions of the group, it may publicly advocate for changes. These meetings may involve meeting for a meal and having some structured discussions. They will likely take place in the evening and we will work with the group to identify the best possible dates. Meetings will typically take 2-3 hours. We will hold the meetings in spaces such as the Alpine Bakery, L’Association Franco-Yukonaise, or the McBride Museum and will depend upon availability and group preference. Assistance may be available to cover costs involved in participating in these events for such things as travel, childcare, elder care or other related costs. Please see us for more details.

Participation in the study is completely voluntary. You may refuse to participate altogether, in parts of the study, or decline to answer any or all questions. And, you may withdraw from the study at any time. If you decide to withdraw the information that you have provided will be withdrawn from the study and destroyed.

We will take steps to respect the privacy of individuals and to maintain the anonymity of those involved in the project. We will protect the confidentiality of the comments provided to researchers and we will not attribute specific statements to people without further permission. However, as part of a working group, your identity will become known to others. And if the group decides to undertake public activities (such as holding events, writing letters, issuing press releases, etc.) your identity and involvement in the project could become public. Your participation in these events is entirely voluntary.

## *What Type of Personal Information Will Be Collected?*

Should you agree to participate, you will be asked to provide your name, contact information (email, mailing address, telephone number), age, gender identity, ethnicity, education, and employment history (resume). You will be asked about your personal experiences–the good and the bad– working in the trades and technology. This information will be recorded and will be kept confidential. Only Dr. Rouble, YWITT staff and others on the project team will have access to this information. Registration forms, interview notes, and materials that contain names of participants or identifying characteristics will be destroyed 6 months after the completion of the study.

## *Are there Risks or Benefits if I Participate?*

In order to address workplace issues that Yukon women working in trades and technology face, it is important to identify them, to share these issues with others, and to develop strategies for addressing them. We hope to address individual, workplace and community issues. We will take precautions to protect the identities of people that raise issues. We will not publicly attribute comments to individuals or identify their participation in the project unless they want this to occur and that they further consent to this.

It is our desire to help to build a collaborative, supportive community to help address issues identified. This will involve working in a group setting. The researchers will respect the confidentiality of all participant’s information; however, we cannot ensure that other participants will do the same. We will ask all participants in the study to respect the confidentiality of all participants and that they not share or disclose anything mentioned in the group with others.

The benefits of participating in this study include helping to identify and address issues that Yukon women working in trades and technology face. This could include making changes that may help the participants throughout their career, helping other women who are entering the field, helping employers attract and maintain strong workforces, and have the broader impact of helping to address discriminatory, sexist, racist, and other issues in society in general.

We appreciate that some discussions may identify emotional and traumatic events. We will endeavour to provide emergency counselling services in the event of these situations**. Please contact us if these services are needed throughout the study.** It is important to note that participants have the right to not participate in any event or interview. Participation in this project is entirely voluntary.

We will conduct group meetings in a safe, supportive manner and will take steps to provide assistance or accommodations where possible. We will follow COVID protocols established by the Yukon Chief Medical Officer of Health regarding meetings and face to face contact. Where possible, we will provide support and assistance in helping people attend meetings. This may include financial assistance with travel and accommodation costs (local and from the Communities), assistance with childcare and any other reasonable measures. We anticipate that meals will be provided during the group meetings and we will take steps to accommodate specific dietary needs.

## *What Happens to the Information I Provide?*

Information will be collected through interviews and in the group sessions. Information will be kept in YWITT’s office and in Dr. Rouble’s personal office. These files will be kept in secure storage areas or digitally with password protection. The information will then have names and identifying information removed and stored for further study. Registration forms, interview notes, de-identified study data, and materials that contain names of participants or identifying characteristics will be destroyed 6 months after the completion of the study. Please note that specific comments or quotations will **not** be attributed to specific individuals unless further consent is granted.

Upon completion of the project, statistical indicators, summaries of experiences, and common themes will be produced and published. But, identifying indicators such as names, employers, community, etc. will be **removed**. In addition to producing information to encourage positive changes in the Yukon the study will also be shared with other practitioners, academics, and others.

Our funder, the Future Skills Centre has received funding from the Government of Canada to support research across Canada. Information about our project, demographic information about participants, and our findings will also be provided to them. Please note any demographic information will be provided at an aggregate level and no findings will be directly attributed to you. This may also involve sharing our methods and findings with other groups and researchers.

## *Veritas IRB*

This study has been reviewed by Veritas IRB (Institutional Review Board). If you have any questions about your rights as a research participant or the Investigator’s responsibilities, you may contact Veritas IRB 24 hours per day and 7 days per week at 514-337-0442 or toll-free at 1-866-384-4221. An Independent Review Board (IRB) is a group of scientific and non-scientific individuals who perform the initial and ongoing ethical review of the research study with the participant’s rights and welfare in mind. If you have any study-related comments, complaints or concerns, you should first contact the study investigator. Please call the IRB if you need to speak to a person independent from the Investigator and the research staff, and/or if the Investigator and the research staff could not be reached.

## *Approvals*

Your signature on this form indicates that:

1. you understand to your satisfaction the information provided to you about your participation in this research project, and
2. you agree to participate in the research project.

In no way does this waive your legal rights nor release the researchers, sponsors, or involved institutions from their legal and professional responsibilities. You are free to withdraw from this research project at any time. You should feel free to ask for clarification or new information throughout your participation.

Participant’s Name: (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_

Are you willing to participate in Part A, Interviews and the collection of workplace experiences?

Yes \_\_\_\_\_\_ No \_\_\_\_\_

Are you willing to participate in Part B, Group meetings and possible issue advocacy?

Yes \_\_\_\_\_\_ No \_\_\_\_\_

Participant’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Researcher’s Name: (please print) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_\_\_\_\_\_\_\_ \_\_

Researcher’s Signature: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date: *\_\_\_\_\_\_\_\_\_\_\_\_\_*

*Questions/Concerns*

If you have any further questions or want clarification regarding this research and/or your participation, please contact:

Patrick Rouble, Lead Researcher [ywittresearch@gmail.com](mailto:ywittresearch@gmail.com) or at 867-667-4441

Liz Peredun, Executive Director, Yukon Women in Trades and Technology

[ed@yukonwitt.org](mailto:ed@yukonwitt.org) or at 867-667-4441

*A copy of this consent form will be given to you to keep for your records and reference. Yukon Women in Trades and Technology will also keep a copy of the consent form.*

**Doing It Right Project**

**Participant Registration**

Thank you for your interest in YWITT’s Doing it Right project.  This information is being collected so that we can connect with you, to help us understand your unique situation and for us to assist with your participation in the project.

For the protection of your privacy and to ensure confidentiality interviews will be conducted over the phone, by Zoom, or in person. We will not use email to exchange potentially private information.  Please send us this information in person, or by mail or fax.  Do not send this form by email.

Personal Information:

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Occupation/Trade: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Gender: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Pronouns: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Year of Birth: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

*(please attach a recent resume or work history that outlines your education, certifications, and work history if possible)*

Contact Information (please avoid using work related contact information)

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Mailing address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Other (optional) information:

What race or races do you identify as?: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Do you identify as Indigenous or First Nation?

Yes No

Do you have any dietary requirements that we should be aware of when planning group meals?

Yes No

Do you have any mobility issues or special needs that we should be aware of when planning events?

Yes No

Do you need to coordinate childcare in order to attend meetings?

Yes No

If so, can we assist in covering these costs? Please talk to us for more details.

Do you need to coordinate eldercare in order to attend meetings?

Yes No

 If so, can we assist in covering these costs? Please talk to us for more details.

Will you need to travel into Whitehorse in order to attend meetings?

Yes No

 If so, can we assist in covering these costs? Please talk to us for more details.

Do you have any questions or concerns about this study and participating in it?

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Thank you for your participation!