





Implementation of the  
*Employment Equity Act*

2009-2012  
Employment **Equity** and  
**Diversity Plan**

March 2009

**2009-2012**  
**Employment Equity**  
**and Diversity Plan**  
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# SECTION 1

## GENERAL INFORMATION

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**Economic Development Agency  
of Canada for the Regions of Quebec**

Dominion Square Building  
1255 Peel Street, Suite 900  
Montréal, Quebec H3B 2T9

**AGENCY MANDATE**

To promote the economic development of the regions of Quebec, paying special attention to those where slow economic growth is prevalent or where opportunities for productive employment are inadequate.

To promote cooperation and complementarity with Quebec and the communities in Quebec.

**PERSONS RESPONSIBLE FOR IMPLEMENTATION OF THE ACT**

**Deputy Minister/President**

Guy Mc Kenzie

**Vice-President, Operations**

Manon Brassard

**Vice-President, Policy and Planning**

France Pégeot

**Delegated Managers**

Delegated managers are executives and managers who exercise human resources and financial delegation powers and who ensure program delivery.

**Executive Director, Corporate Services**

Pierre Bordeleau

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## MESSAGE FROM THE DEPUTY MINISTER/PRESIDENT

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I am pleased to present the *2009-2012 Employment Equity and Diversity Plan* of the Economic Development Agency of Canada for the Regions of Quebec. This Plan sets out employment equity targets, our commitments and performance measurements for the next three years.

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### Our pride: the 2005-2008 results

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This document reflects the results achieved through the *2005-2008 Employment Equity Plan*, results I am proud of and would like to share with you.

- Compared to labour market availability estimates taken from the **2001 Census**, overall, we exceeded the representation goals for three of the designated groups, namely, women, Aboriginal peoples and members of visible minorities, and met the representation goals for persons with disabilities.
- For most of the designated groups, we achieved a share of recruitment, promotion and retention comparable to the organizational average for all employees.
- We have become more open to differences between peers and have helped our managers become better equipped to manage diverse teams.

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### Our challenge: the 2009-2012 results

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The *2009-2012 Employment Equity and Diversity Plan* was developed in consultation with the Diversity Committee, the Labour-Management Consultation Committee, the delegated managers and human resource management professionals. The commitments and performance measurements consolidate and strengthen a representative and respectful workplace at the Agency.

## MESSAGE FROM THE DEPUTY MINISTER/PRESIDENT (continued)

Unifying theme  
of our Equity Plan:  
A representative  
and respectful  
workplace

- We are stepping up our efforts with regard to representation, to take **2006 Census** data into consideration, particularly the internal representation of the visible minorities group which saw a decrease compared to labour market availability.<sup>1</sup> We are closely monitoring the distribution of the four designated groups by *occupational category* and by *employment group*.<sup>2</sup> Essentially, we are focussing on meeting representation targets where the gaps are negative and maintaining the positive gaps because, in a small organization like ours, even small staff movements can be of consequence.
- We will continue to introduce positive practices to strengthen delegated managers' accountability for implementation of the Plan; to improve our workforce analysis and our employment systems; to enrich our knowledge of the limitations, origins and cultures of Canadians; and to provide reasonable accommodation for our designated group employees.

All parties, employees and managers, are responsible for achieving tangible employment equity and diversity results. Thank you very much for your commitment and your valuable cooperation.

---

Guy Mc Kenzie  
Deputy Minister/President

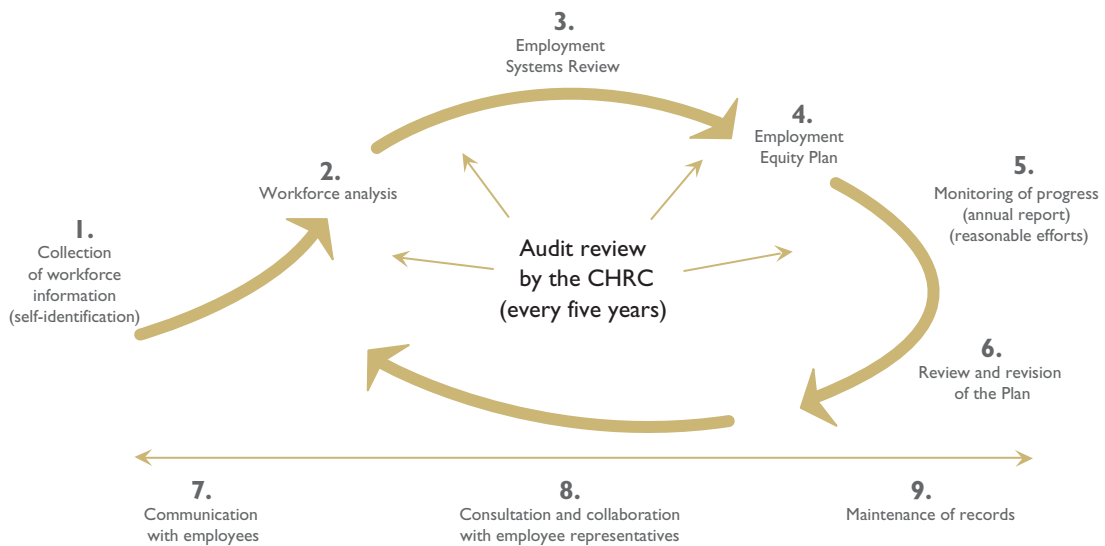
1. To consult the figure, refer to Appendix 1.  
2. To consult the table, refer to Appendix 2.

# INTRODUCTION

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An action plan helps to share an understanding of the efforts required to attain the targeted results. It is also intended to be an accountability tool. Since the implementation of employment equity is based on a strong legislative framework, we have focussed on a plan based on the nine Canadian Human Rights Commission (CHRC) statutory requirements regarding the four designated groups.<sup>3</sup>

## Canadian Human Rights Commission Statutory



Under each statutory requirement, the Plan sets out:

- the targeted result
- the commitments
- the performance measurement
- the due date.

3. For a definition of the four designated groups, refer to Appendix 3.

## Summary of targeted results

Requirements of the Act	Targeted results
1. Collection of workforce information	<ul style="list-style-type: none"> <li>– Employee self-identification is voluntary.</li> <li>– 80% of self-identification forms are returned.</li> </ul>
2. Workforce analysis	<ul style="list-style-type: none"> <li>– Under-representation of designated group members is measured and gaps are closed.</li> </ul>
3. Employment Systems Review	<ul style="list-style-type: none"> <li>– Barriers to employment of designated group members are identified and eliminated.</li> </ul>
4. Employment Equity Plan ( <i>requirement presented as Positive Practices and divided into six sub-requirements</i> )	<ul style="list-style-type: none"> <li>– Introduction of positive hiring, development and retention practices, as well as accommodation and sensitivity measures.</li> </ul>
4.1 Integration in management priorities	<ul style="list-style-type: none"> <li>– Delegated managers are responsible for implementing employment equity.</li> </ul>
4.2 Recruitment, selection and hiring	<ul style="list-style-type: none"> <li>– Designated group members are recruited and retained.</li> </ul>
4.3 Training and development	<ul style="list-style-type: none"> <li>– Designated group members are supported in their development process.</li> </ul>
4.4 Retention	<ul style="list-style-type: none"> <li>– Designated group members are satisfied with their integration, and measures promoting retention are communicated to the delegated managers.</li> </ul>
4.5 Accommodation measures	<ul style="list-style-type: none"> <li>– Designated group members have access to reasonable accommodations.</li> </ul>
4.6 Awareness measures for all staff	<ul style="list-style-type: none"> <li>– Work environment is inclusive and respectful.</li> </ul>
5. Monitoring of progress	<ul style="list-style-type: none"> <li>– Reasonable progress supports implementation of the Equity Plan.</li> </ul>
6. Review and revision of the Plan	
7. Communication with employees	<ul style="list-style-type: none"> <li>– All staff are kept regularly informed of employment equity initiatives.</li> </ul>
8. Consultation and collaboration with employee representatives	<ul style="list-style-type: none"> <li>– Employee representatives contribute to implementing the Equity Plan.</li> </ul>
9. Maintenance of records	<ul style="list-style-type: none"> <li>– Records are maintained in accordance with the Act.</li> </ul>

## SECTION 2

### Requirement 1 – Collection of workforce information

#### Targeted results

Employee self-identification is voluntary.  
80% of self-identification forms are returned.

Commitment:	Performance Measurement:	Due date:
<ul style="list-style-type: none"> <li>Review and implement the <b>lead-up</b> communication strategy with new employees</li> </ul>	<ul style="list-style-type: none"> <li>Revision of three documents: the job offer, the advertising message annexed to the form, the New Employee Electronic Guide (clarification as it relates to the obligation to fill out the form with respect to voluntary self-identification)</li> </ul>	June 2009
	<ul style="list-style-type: none"> <li>E-mail follow-up by the Employment Equity (EE) Coordinator with employees who have completed the form to inform them on Agency EE policy</li> </ul>	On an ongoing basis
<ul style="list-style-type: none"> <li>Review and implement the <b>follow-up</b> communication strategy with new employees</li> </ul>	<ul style="list-style-type: none"> <li>Revision of new employee introduction strategy to include a component on equity and diversity</li> </ul>	Depending on date when revision is undertaken
	<ul style="list-style-type: none"> <li>Semi-annual comparison between completed forms and the list of new employees (indeterminate, term, student, casual, employee secondment with the Agency) to ensure an 80% return rate</li> </ul>	Summer 2009 (on a semi-annual basis)
	<ul style="list-style-type: none"> <li>Phone or e-mail follow-up by the EE Coordinator with employees who have not completed the form</li> </ul>	Summer 2009 (on a semi-annual basis)

## Requirement 2 – Workforce analysis

### Targeted result

Under-representation of designated group members is measured and gaps are closed.

#### Commitment:

- Analyze internal representation and distribution for all occupational categories
- Analyze share of hires of designated group members with student, casual (90 days) or secondment status with the Agency
- Analyze internal participation of employees with indeterminate or term status

#### Performance Measurement:

- Annual analysis (as at March 31) of gaps between internal representation and labour market availability (LMA) based on 2006 Census
- Annual analysis of share of hires of designated group members with student, casual (90 days) or secondment status with the Agency
- Development of a data retrieval system on the share of recruitment, promotion, and termination of designated group members
- Annual flow data analysis in terms of share of recruitment, promotion and termination of designated group members

#### Due date:

- April 2009  
(on an annual basis)
- April 2009  
(on an annual basis)
- April 2010
- April 2010  
(on an annual basis)

Commitment:	Performance Measurement:	Due date:
<ul style="list-style-type: none"> <li>• Establish and promote short-term projections (one to three years) for recruiting designated group members</li> </ul>	<ul style="list-style-type: none"> <li>• Development of a data book system on recruitment projections for designated group members</li> </ul>	Summer 2010
<ul style="list-style-type: none"> <li>• Conduct a clustering analysis as required</li> </ul>	<ul style="list-style-type: none"> <li>• Short-term projections (one to three years) for recruitment of designated group members</li> <li>• Clustering analysis (in subordinate positions)</li> </ul>	On a three-year basis
		As required

### Requirement 3 – Employment Systems Review

Targeted result

Barriers to employment of designated group members are identified and eliminated.

Commitment:	Performance Measurement:	Due date:
<ul style="list-style-type: none"> <li>• Assess the need to conduct an Employment Systems Review (ESR)</li> </ul>	<ul style="list-style-type: none"> <li>• Review of employment systems</li> </ul>	As required
<ul style="list-style-type: none"> <li>• Examine Human Resources Management (HRM) employment equity policies and practices</li> </ul>	<ul style="list-style-type: none"> <li>• Examination of 2007-2009 Human Resources Planning (HRP) as it relates to employment equity, including representation of the designated groups</li> </ul>	When developing the new 2007-2009 HRP

## Requirement 4 – Positive Practices (Employment Equity Plan)

This requirement is divided into six sub-requirements.

### Targeted result

Introduction of positive hiring, development and retention practices, as well as accommodation and sensitivity measures.

### Sub-requirement 4.1 – Integration in management priorities

#### Targeted result

Delegated managers are responsible for implementing employment equity.

Commitment:	Performance Measurement:	Due date:
<ul style="list-style-type: none"> <li>• Include targeted results in the delegated managers' performance agreements and, when possible, formulate results by sector</li> </ul>	<ul style="list-style-type: none"> <li>• Results integrated into delegated managers' performance agreements and, when possible, stated by sectors</li> </ul>	<p>April 2009 (on an annual basis)</p>
<ul style="list-style-type: none"> <li>• Meet with new managers and outline the challenges of EE for them</li> </ul>	<ul style="list-style-type: none"> <li>• New managers informed of anticipated results for equity and diversity</li> </ul>	<p>On an <i>ad hoc</i> basis</p>
<ul style="list-style-type: none"> <li>• Integrate targeted results in HRP</li> </ul>	<ul style="list-style-type: none"> <li>• Equity and diversity results integrated in HRP</li> </ul>	<p>When developing the new 2007-2009 HRP</p>
<ul style="list-style-type: none"> <li>• Stress managers' involvement in supporting the Equity Plan</li> </ul>	<ul style="list-style-type: none"> <li>• Official recognition of delegated managers</li> </ul>	<p>2010-2011</p>

## Sub-requirement 4.2 – Recruitment, selection and hiring

### Targeted result

Designated group members are recruited and retained.

#### Commitment:

- Make greater use of the flexibility afforded under the *Public Service Employment Act* (PSEA) in under-represented and, where possible, over-represented employment categories and groups
- Recruit one in four students from the designated groups

#### Performance Measurement:

- Number and type of process leading to the appointment of designated group members:
  - application of the organizational need criterion
  - application of the limited area of selection
  - application of the expanded area of selection
- Share of designated group students recruited for casual employment through student recruitment programs:
  - Federal Student Work Experience Program (FSWEP)
  - Co-op/Internship Program
  - Research Affiliate Program (RAP)

#### Due date:

April 2009  
(on an annual basis)

April 2009  
(on an annual basis)

## Sub-requirement 4.2 – Recruitment, selection and hiring (continued)

Commitment:	Performance Measurement:	Due date:
<ul style="list-style-type: none"> <li>Recruit graduates from the designated groups for term or indeterminate jobs</li> </ul>	<ul style="list-style-type: none"> <li>Share of designated group graduates recruited through               <ol style="list-style-type: none"> <li>bridging mechanisms (student gateway)</li> <li>graduate recruitment programs for a term or indeterminate position:                   <ul style="list-style-type: none"> <li>Post-Secondary Recruitment (PSR) Program</li> <li>Recruitment of Policy Leaders Program (RPL)</li> </ul> </li> <li>development programs leading to indeterminate appointments:                   <ul style="list-style-type: none"> <li>Management Trainee Program (MTP)</li> <li>Accelerated Economist Training Program</li> <li>etc.</li> </ul> </li> </ol> </li> </ul>	April 2009 (on an annual basis)
<ul style="list-style-type: none"> <li>Increase representation of delegated managers from the designated groups</li> </ul>	<ul style="list-style-type: none"> <li>Two of the 42 delegated managers are members of the following three designated groups: Aboriginal people, persons with disabilities and visible minorities</li> </ul>	Spring 2012
<ul style="list-style-type: none"> <li>Promote representative selection juries</li> </ul>	<ul style="list-style-type: none"> <li>Number of employees trained</li> <li>Number of employees on internal and external juries</li> </ul>	Winter 2010 Winter 2010

## Sub-requirement 4.3 – Training and development

### Targeted result

Designated group members are supported in their development process.

Commitment:	Performance Measurement:	Due date:
<ul style="list-style-type: none"> <li>Promote the Personal Learning Plan (PLP) to all employees</li> </ul>	<ul style="list-style-type: none"> <li>Completed PLPs in the order of 90% annually</li> </ul>	April 2009 (on an annual basis)
<ul style="list-style-type: none"> <li>Identify learning trends for designated groups</li> </ul>	<ul style="list-style-type: none"> <li>Statistics on learning (e.g. number of training days used)</li> </ul>	April 2010 (on an annual basis)
<ul style="list-style-type: none"> <li>Promote development and networking activities intended for designated group members</li> </ul>	<ul style="list-style-type: none"> <li>Number and type of national council activities and number of participants</li> <li>Number of development programs from central agencies, number of recommendations and number of participants</li> </ul>	On an <i>ad hoc</i> basis  On an <i>ad hoc</i> basis

## Sub-requirement 4.4 – Retention

### Targeted result

Designated group members are satisfied with their integration, and measures promoting retention are communicated to the delegated managers.

Commitment:	Performance Measurement:	Due date:
<ul style="list-style-type: none"> <li>• Meet with self-identified employees six months after their appointment to discuss their satisfaction with their integration</li> </ul>	<ul style="list-style-type: none"> <li>• Number of employees interviewed and level of satisfaction</li> <li>• Communication to management of measures promoting retention</li> </ul>	<ul style="list-style-type: none"> <li>On an ongoing basis</li> <li>On an annual basis</li> </ul>
<ul style="list-style-type: none"> <li>• Meet with self-identified employees upon their departure</li> </ul>	<ul style="list-style-type: none"> <li>• Number of employees interviewed and level of satisfaction</li> <li>• Communication to management of measures promoting retention</li> </ul>	<ul style="list-style-type: none"> <li>On an ongoing basis</li> <li>On an annual basis</li> </ul>

## Sub-requirement 4.5 – Accommodation measures

### Targeted result

Designated group members have access to reasonable accommodations.

Commitment:	Performance Measurement:	Due date:
<ul style="list-style-type: none"> <li>• Upon receipt of the new <i>Accommodation Policy</i>, revise Agency guidelines</li> </ul>	<ul style="list-style-type: none"> <li>• Agency guidelines revised and distributed to employees</li> <li>• Delegated managers trained</li> </ul>	<ul style="list-style-type: none"> <li>On receipt of the <i>Policy</i></li> <li>On receipt of the <i>Policy</i></li> </ul>

**Sub-requirement 4.6 – Awareness measures for all staff**

Targeted result  
 Work environment is inclusive and respectful.

Commitment:	Performance Measurement:	Due date:
<ul style="list-style-type: none"> <li>• Train, if necessary, new delegated managers on employment equity challenges</li> </ul>	<ul style="list-style-type: none"> <li>• Training given to managers concerned</li> </ul>	<p>2010-2011</p>
<ul style="list-style-type: none"> <li>• Organize staff information and awareness activities</li> </ul>	<ul style="list-style-type: none"> <li>• Number of events among:                             <ul style="list-style-type: none"> <li>– official Public Service (PS) events</li> <li>– official multicultural holidays</li> <li>– activities organized by interdepartmental employment equity networks</li> </ul> </li> <li>• Seasonal publication of cultural calendar</li> <li>• Four articles published in Gazette or <i>Kaleidoscope</i> (December, March, June, September)</li> <li>• Day dedicated to diversity</li> <li>• Two to three mini awareness activities, including one for business office employees</li> </ul>	<p>On an ongoing basis</p> <p>Every season (on an ongoing basis)</p> <p>Depending on events organized and internal newsletter editions</p> <p>2009-2010 and 2010-2011</p> <p>On an annual basis</p>

## Requirements 5 and 6 – Monitoring of progress Review and revision of the Plan

### Targeted result

Reasonable progress supports implementation of the Equity Plan.

Commitment:	Performance Measurement:	Due date:
<ul style="list-style-type: none"> <li>• Report on Equity Plan progress and revise Plan if necessary</li> </ul>	<ul style="list-style-type: none"> <li>• Presentation of the Equity Plan annual follow-up to the delegated managers:                             <ul style="list-style-type: none"> <li>- senior management (Departmental Management Committee)</li> <li>- sector management committees</li> </ul> </li> </ul>	September 2009 (on an annual basis)
	<ul style="list-style-type: none"> <li>• Integration of the EE component in the report on multiculturalism</li> </ul>	September 2009 (on an annual basis)
	<ul style="list-style-type: none"> <li>• Integration of the EE component in the annual report on the Management Accountability Framework (MAF), parts 10 and 11</li> </ul>	November 2009 (on an annual basis)

## Requirement 7 – Communication with employees

### Targeted result

All staff are kept regularly informed of employment equity initiatives.

Commitment:	Performance Measurement:	Due date:
<ul style="list-style-type: none"> <li>• Improve the information provided to employees</li> </ul>	<ul style="list-style-type: none"> <li>• Revision of employment equity page in the Intranet</li> </ul>	On an <i>ad hoc</i> basis
	<ul style="list-style-type: none"> <li>• Simplification of Equity Plan annual follow-up</li> </ul>	Fall 2009
	<ul style="list-style-type: none"> <li>• Distribution of <i>2009-2012 Employment Equity and Diversity Plan</i></li> </ul>	April 2009
	<ul style="list-style-type: none"> <li>• Distribution of summary sheet: <i>Overview – 2009-2012 Employment Equity and Diversity Plan</i></li> </ul>	April 2009

## Requirement 8 – Consultation and collaboration with employee representatives

Targeted result

Employee representatives contribute to implementing the Equity Plan.

Commitment:	Performance Measurement:	Due date:
<ul style="list-style-type: none"> <li>• Consult the Diversity Committee and get members involved in organizing activities</li> </ul>	<ul style="list-style-type: none"> <li>• Revision of committee mandate, composition and operation</li> <li>• Involvement of Committee members in organizing activities and consultations</li> <li>• Annual follow-up of Equity Plan</li> </ul>	<ul style="list-style-type: none"> <li>Summer 2009</li> <li>On an <i>ad hoc</i> basis</li> <li>Fall 2009 (on an annual basis)</li> </ul>
<ul style="list-style-type: none"> <li>• Consult the Labour–Management Consultation Committee (LMCC)</li> </ul>	<ul style="list-style-type: none"> <li>• Annual follow-up of Equity Plan</li> <li>• Consultations when required</li> </ul>	<ul style="list-style-type: none"> <li>Fall 2009 (on an annual basis)</li> <li>On an <i>ad hoc</i> basis</li> </ul>

## Requirement 9 – Maintenance of records

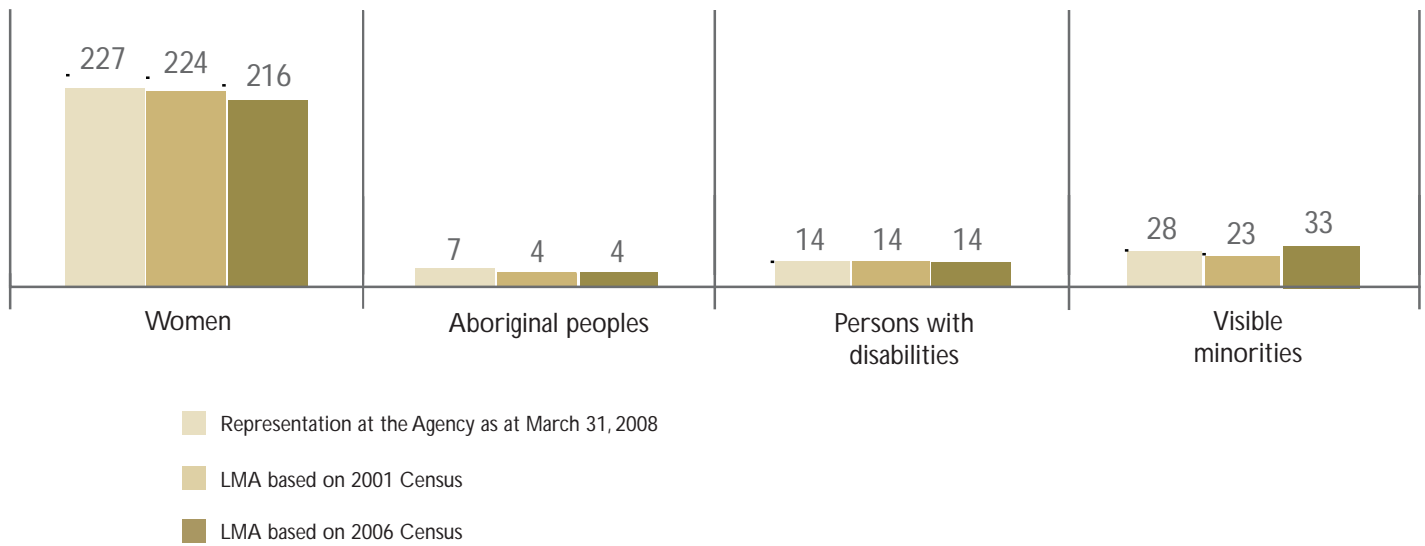
Targeted result

Records are maintained in accordance with the *Act*.

Commitment:	Performance Measurement:	Due date:
<ul style="list-style-type: none"> <li>• Maintain all records as required by the <i>Employment Equity Act</i></li> </ul>	<ul style="list-style-type: none"> <li>• Records are kept confidential</li> </ul>	<ul style="list-style-type: none"> <li>On an ongoing basis</li> </ul>
<ul style="list-style-type: none"> <li>• Prepare a body of evidence documenting 2005-2008 Action Plan achievements</li> </ul>	<ul style="list-style-type: none"> <li>• Creation of a master file to categorize and archive achievements</li> </ul>	<ul style="list-style-type: none"> <li>Fall 2009</li> </ul>



## Representation of designated group members in the Agency as at March 31, 2008 based on 2001 and 2006 Censuses<sup>1</sup>



Note :

<sup>1</sup> Sources: Labour market availability estimates (LMA), taken from the Census of Canada and the Participation and Activity Limitation Survey (PALS) of 2001 and 2006.

## APPENDIX 2

Representation gaps by occupational category and employment group in the Agency as at March 31, 2008, based on 2006 Census data<sup>1</sup>

Occupational category and employment group	Total Workforce <sup>2</sup> (March 2008)	Women	Aboriginal peoples	Persons with disabilities	Visible minorities
<b>MANAGEMENT</b>					
EX Management	15	0,0	-0,6		-1,1
<b>Total</b>	<b>15</b>	<b>0,0</b>	<b>-0,6</b>	<b>-0,5</b>	<b>-1,1</b>
<b>SCIENTIFIC AND PROFESSIONAL</b>					
ES Economics	41	1,7	-0,5		-2,4
PC Physical Sciences	3	0,4	0		-0,5
<b>Total</b>	<b>44</b>	<b>2,2</b>	<b>-0,5</b>	<b>-2,0</b>	<b>-2,8</b>
<b>ADMINISTRATION AND FOREIGN SERVICE</b>					
AS - Administrative Services	59	7,3	0,5		-0,9
CO - Trade Officer	145	-15,9	4,3		-0,6
CS - Computer Systems Administration	21	3,7	-0,1		-2,1
FI - Financial Administration	14	-1,5	0		-1,6
IS - Information Services	26	1,7	-0,2		-1,0
PE - Personnel Administration	13	1,7	-0,1		1,5
PM - Programme Administration	1	0,5	0		-0,1
<b>Total</b>	<b>279</b>	<b>-0,7</b>	<b>4,5</b>	<b>1,4</b>	<b>-4,6</b>
<b>TECHNICAL SUPPORT</b>					
SI - Social Science Support	1	0,2	0		-0,1
<b>Total</b>	<b>1</b>	<b>0,2</b>	<b>0</b>	<b>1,0</b>	<b>-0,1</b>
<b>ADMINISTRATIVE SUPPORT</b>					
CR - Clerical and Regulatory	58	11,2	-0,8		3,1
<b>Total</b>	<b>58</b>	<b>11,2</b>	<b>-0,8</b>	<b>0,6</b>	<b>3,1</b>
<b>GRAND TOTAL</b>	<b>397</b>	<b>11</b>	<b>2,6</b>	<b>0,5</b>	<b>-5,0</b>

Notes :

<sup>1</sup> Gaps are based on labour market availability estimates, taken from the 2006 Census and the 2006 Participation and Activity Limitation Survey (PALS).

<sup>2</sup> Workforce includes indeterminate employees and term employees of three months or more. It does not include students, casual employees or employees on leave of absence without pay.

## Employee self-identification form

(Confidential when completed)

This form is designed to collect information on the composition of the Public Service workforce to comply with legislation on employment equity and to facilitate the planning and implementation of employment equity activities. Your response is voluntary and you may identify in more than one designated group.

The information you provide will be used in compiling statistics on employment equity in the federal Public Service. With your consent (see Box E), it may also be used by the employment equity co-ordinator of your department for human resource management purposes. This includes referral for training and developmental assignments and, in the case of persons with disabilities, facilitating appropriate accommodation in the workplace.

Employment equity information will be retained in the Employment Equity Data Bank (EEDB) of the Treasury Board Secretariat and its confidentiality is protected under the Privacy Act. You have the right to review and correct information about yourself and can be assured that it will not be used for unauthorised purposes.

### STEP 1:

Complete boxes A to E. In boxes B, C and D, refer to the definitions provided.

### STEP 2

Sign and date the form and return it to your department's EE coordinator.

Thank you for your cooperation

TBS/PPB 300-02432

TBS/SCT 330-78 (Rev. 1999-02)

**A.**

--	--

Family Name

Given Name and Initial

--

Department or Agency/Branch

--

Telephone # (office)

--

Personal Record Identifier (PRI)

Female

Male

**B. A person with a disability... (i)**

...has a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and

1. considers himself/herself to be disadvantaged in employment by reason of that impairment;
2. believes that an employer or potential employer is likely to consider him/her to be disadvantaged in employment by reason of that impairment,

and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

ARE YOU A PERSON WITH A DISABILITY?

- No                       Yes, check all that apply
- 11  Co-ordination or dexterity (difficulty using hands or arms, for example, grasping or handling a stapler or using a keyboard)
- 12  Mobility (difficulty moving around, for example, from one office to another or up and down stairs)
- 16  Blind or visual impairment (unable to see or difficulty seeing)
- 19  Deaf or hard of hearing (unable to hear or difficulty hearing)
- 13  Speech impairment (unable to speak or difficulty speaking and being understood)
- 23  Other disability (including learning disabilities, developmental disabilities and all other types of disabilities)

(Please specify) \_\_\_\_\_

**C. An Aboriginal person...**

...is a North American Indian or a member of a First Nation or who is Métis, or Inuit. North American Indians or members of a First Nation include status, treaty or registered Indians, as well as non-status and non-registered Indians.

ARE YOU AN ABORIGINAL PERSON?

- No                       Yes, check the appropriate circle
- 03  North American Indian/First Nation
- 02  Métis
- 01  Inuit

**D. A person in a visible minority...**

...in Canada is someone (other than an Aboriginal person as defined in C above) who is non-white in colour/race, regardless of place of birth.

ARE YOU IN A VISIBLE GROUP?

- No                       Yes, check the circle which best describes your visible minority group or origin
- 41  Black
- 45  Chinese
- 51  Filipino
- 47  Japanese
- 48  Korean
- 56  South Asian/East Indian (*including Indian from India; Bangladeshi; Pakistani; East Indian from Guyana, Trinidad, East Africa; etc.*)
- 58  Southeast Asian (*including Burmese; Cambodian; Laotian; Thai; Vietnamese; etc.*)
- 57  Non-White West Asian, North African or Arab (*including Egyptian; Libyan; Lebanese; Iranian; etc.*)
- 42  Non-White Latin American (*including indigenous persons from Central and South America, etc.*)
- 44  Person of Mixed Origin (*with one parent in one of the visible minority groups listed above*)
- 59  Other Visible Minority Group  
(Please specify) \_\_\_\_\_

- E.** 99  The information in this form may be used for human resources management

\_\_\_\_\_  
Signature

\_\_\_\_\_  
(DD/MM/YY)