



APPLICATION

- 14.1 This policy applies to all Staff of the Non-Public Funds, Canadian Forces (NPF) employees.

APPROVAL AUTHORITY

Chief Human Resources Officer (CHRO)

OPI

Director Human Resources Programs and Services (DHRPS)

ENQUIRIES

- 14.2 All enquiries on the interpretation and application of this policy are to be directed to the HRM or RMHR and when required, forwarded to the OPI.

DEFINITIONS

- 14.3 The following vocabulary is used throughout this policy:

- a. Canadian Workforce (Population active du Canada): Means all persons in Canada of working age who are willing and able to work.
- b. Designated groups (Groupes désignés): For the purpose of employment equity are:
 - i. **Aboriginal peoples** means persons who are Indian, Inuit or Métis;
 - ii. **Persons with disabilities** means persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who consider themselves to be disadvantaged in employment by reason of that impairment, or believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reasons of that impairment. This also includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace;
 - iii. **Members of visible minorities** means persons other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour; and
 - iv. **Women**.
- c. Employment Equity ((Équité en matière d'emploi): Means the process for achieving equality in all aspects of employment.

POLICY PURPOSE

- 14.4 The objective of this policy is to provide a framework that outlines the roles, responsibilities and administration requirements to ensure the organization's compliance with the *Employment Equity Act* (EEA).

GENERAL POLICY

- 14.5 The organization will endeavour to create a climate conducive to ensure the maximum representation of all designated groups within its workforce.

EQUAL OPPORTUNITY

- 14.6 The organization will provide equality of opportunity to all individuals by:
- a. Identifying and removing artificial and systemic barriers to full employment with respect to an employee's or potential employee's race, ancestry, place of origin, colour, ethnic origin, citizenship, creed, sex, sexual orientation, gender identity, age, record of offences, marital status, family status, disability and level of literacy;
 - b. Committing to the principles of merit as a key criteria for hiring and promotion as outlined in the Talent Acquisition Policy; and
 - c. Ensuring equitable compensation practices are consistent with pay equity requirements as outlined in the Compensation Policy.

SELF-IDENTIFICATION SURVEY

- 14.7 The organization collects data about its workforce by means of the Self-Identification Form, available at Annex A, to determine the representation of designated groups. Only those employees, who identify themselves on a voluntary basis as a member of a designated group or agree to be identified, may be counted.
- 14.8 The Self-Identification Form will be completed by:
- a. All new employees;
 - b. Any employees who indicate that they wish to change any information previously submitted; and
 - c. Any employees who request it at any point throughout their career.
- 14.9 Persons may identify themselves as belonging to more than one designated group and agree to be considered as such.
- 14.10 Data collected from the Self-Identification Form is confidential and will only be disclosed or used by the Employer for carrying out its obligations under the EEA.

WORKFORCE ANALYSIS

- 14.11 The organization will conduct an analysis of the data obtained about its workforce to determine the degree of under-representation in any occupational group against reasonable estimates of its external representation in the Canadian workforce.

EMPLOYMENT SYSTEMS REVIEW

- 14.12 Where the workforce analysis reveals under-representation, the organization shall conduct a review of its employment systems, policies and practices related to that occupational group to identify any barriers that may be responsible for the under-representation of designated group members within its workforce.

POSITIVE POLICIES AND PRACTICES

- 14.13 The organization will institute positive practices resulting in reasonable accommodations to the point of undue hardship that will contribute to those designated groups achieving adequate representation in each occupational group proportionate to the Canadian workforce.

EMPLOYMENT EQUITY PLAN

- 14.14 The organization will develop and implement an Employment Equity Plan which includes strategies that will be implemented to remove, within a reasonable period of time, the barriers identified by the employment systems review.
- 14.15 The organization will invite employee representatives to provide their views concerning the assistance they could provide to facilitate the implementation of the Employment Equity Plan.
- 14.16 If an employee who has demonstrated incompetence has been notified that his/her performance is unsatisfactory and has been unable to raise the performance to an adequate level despite reasonable training and supervision, the Manager with the appropriate delegated HR authority, in consultation with the local HRM, can place the employee under formal assessment by providing him/her with a Performance Improvement Plan.

EMPLOYMENT ACCOMMODATION

- 14.17 If and when appropriate, the nature and level of accommodation to be provided, and the implementation of such accommodation for both employees and prospective employees, will be determined in accordance with the Employment Accommodation Policy.

EMPLOYMENT EQUITY RECORDS

- 14.18 The organization shall maintain employment equity information, including records on workforce representation, the employment equity plan and the implementation of employment equity.
- 14.19 Signed Self-Identification Forms shall not be kept in the employee's file. Designated group status will be kept confidential and will be disclosed to other people within the organization only as needed to implement employment equity.

COMMUNICATION

- 14.20 Communication with employees is a key element necessary in achieving and retaining a representative workforce that creates a climate of understanding and mutual respect for the dignity of each individual.

EMPLOYMENT EQUITY & DIVERSITY CHAMPIONS

- 14.21 The Chief Executive Officer (CEO) appoints NPF Executive members as the Employment Equity & Diversity Champions in order to contribute to the corporate objectives of the organization's Employment Equity program.

AUTHORITIES

14.22 The levels of accountabilities are as follows :

- a. The Employment Equity and Diversity Champions are responsible for exercising leadership to ensure that the employment equity program is an integral part of the organization's decision making and business planning;
- b. CHRO is responsible for ensuring that the Employment Equity policy, practices and procedures conform to the applicable legislation including the Canadian Human Rights Act;
- c. Division Heads are responsible for;
 - i. Implementing the Employment Equity Program by providing leadership and direction,
 - ii. Ensuring proper application and compliance of the Employment Equity policy, and
 - iii. Supporting the initiatives listed in the Employment Equity Plan;
- d. Managers are responsible for:
 - i. Providing a supportive work environment that will support their employees' choice to self-identify as designated group members,
 - ii. Implementing positive initiatives and practices, including reasonable accommodations, to correct the effects of employment disadvantages and to promote the participation of designated groups in the workforce, and
 - iii. Communicating with employees by using all available internal media and ensuring that media are accessible to employees with disabilities;
- e. HRMs and RMHRs are responsible for providing guidance to managers on the application of this policy;
- f. The Diversity and Equity Office is responsible for:
 - i. Developing policies, practices and procedures concerning employment equity,
 - ii. Conducting a workforce analysis,
 - iii. Conducting an employment systems review,
 - iv. Developing the organization's employment equity plan,
 - v. Preparing the annual Employment Equity Progress Report,
 - vi. Providing guidance to HR personnel and managers, and
 - vii. Managing and monitoring the application of the Employment Equity program;
- g. Employment Equity Employee Representatives are invited to provide their views concerning the assistance they could provide to facilitate the implementation of the EE plan;
- h. Employees are responsible for:
 - i. Completing a self identification form whether or not they choose to identify themselves as members of a designated group upon hire and at any point in their career,
 - ii. Respecting and supporting the diversity of the organization's workforce, and
 - iii. Participating, on a voluntary basis, in diversity and equity initiatives and activities.

REFERENCES

14.23 The following legislation and regulations are relevant to the content of this policy:

- *Canadian Charter of Rights and Freedoms*;
- *Canadian Human Rights Act*;
- *Canadian Multiculturalism Act*;
- *Employment Equity Act and Regulations*.

ANNEX

14.24 The annex listed below is part of the present policy:

- Annex A – Self-Identification Form

SELF-IDENTIFICATION FORM

(Français au verso)

Protected B once completed



The purpose of Employment Equity is to... "achieve equality in the workplace so that no person shall be denied employment opportunities or benefits for reasons unrelated to ability and, in the fulfillment of that goal, to correct the conditions of disadvantage in employment experienced by women, Aboriginal peoples, persons with disabilities and members of visible minorities by giving effect to the principle that employment equity means more than treating persons in the same way but also requires special measures and the accommodation of differences (1996 Employment Equity Act)".

THE WORKFORCE SURVEY

The workforce survey is to give employees the opportunity to "self-identify", or declare voluntarily, based on their understanding of the definitions, that she/he is a member of one or more of the designated groups.

The self-identification form is designed to collect information on the composition of the Staff of NPF workforce to comply with Employment Equity legislation and to facilitate the planning, reporting and implementation of Employment Equity activities.

Your response will help us identify and remove barriers to fair and equal employment and advancement opportunities for all employees. This information will also help us facilitate appropriate accommodation in the workplace.

EMPLOYEE SELF-IDENTIFICATION FORM

(Confidential when completed)

- Self-identification as a designated group member (Completion of parts B to E of this form) is voluntary. **However, completion of part A and return of the entire form with your signature and the date at part G, is mandatory i.e. ALL NPF STAFF MUST COMPLETE THIS SELF-ID FORM regardless of whether you fall under any of the designated groups.**

- Employment Equity information will be retained in the NPF Employment Equity Data Bank for statistical purposes and its confidentiality is protected under the Privacy Act. You have the right to review and correct information about yourself at any time, and can be assured that it will not be used for unauthorized purposes.
- It is possible to self-identify in more than one Employment Equity designated group.
- If you need more information or require assistance in completing this form, please contact your local Human Resources office.
- This self-identification form is also available on our website at www.cfmws.com/ee-eng. You can use this to update or revise your Employment Equity profile at any time. Please complete and return the completed form to your Human Resources office.

STEP 1: COMPLETE PARTS A (MANDATORY), B TO E (VOLUNTARY).**STEP 2: PART G (MANDATORY) SIGN AND DATE THE FORM AND RETURN IT IN THE ATTACHED ENVELOPE TO YOUR HUMAN RESOURCES OFFICE.**

ALL NPF STAFF MUST COMPLETE THIS SELF-ID FORM regardless of whether you fall under any of the designated groups.

Thank you for your co-operation

A. MANDATORY

Family Name: _____
Given Name and Initial: _____
Base/Wing/Unit: _____
Employment Status: <input type="checkbox"/> Full-time <input type="checkbox"/> Part-time <input type="checkbox"/> Other
Employee Number: _____
Please indicate if you are:
<input type="checkbox"/> Male <input type="checkbox"/> Female

For Employment Equity purposes, there is a definition for each of the next three questions. Please read the definitions and answer "yes" if they apply to you.

B. ABORIGINAL PEOPLE

An Aboriginal person is a North American Indian or a member of a First Nation, 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?

Yes No

C. MEMBERS OF VISIBLE MINORITIES

A member of a visible minority group in Canada is someone (other than an Aboriginal person) who is non-white in colour or race, regardless of place of birth or citizenship.

Examples of visible minority groups include:

- Black (e.g. African, West Indian)
- East Asian (e.g. Chinese, Japanese, Korean)
- Southeast Asian (e.g. Malaysian, Cambodian, Filipino, Thai, Vietnamese)
- South Asian/East Indian (e.g. Indians from India; Pakistani, Bangladeshi, Sri Lankan, East Indians from Guyana, Trinidad, East Africa)
- West Asian/Arab (e.g. Egyptian, Armenian, Iranian, Lebanese, Turkish)
- Non-white Latin American (including indigenous persons from Central and South America)
- Persons of Mixed Heritage (with one parent in one of the visible minority groups listed above)

Are you a member of a visible minority group?

Yes No

D. PERSONS WITH DISABILITIES

Persons with disabilities are persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who

- consider themselves to be disadvantaged in employment because of this impairment; or
- believe that an employer or potential employer may perceive them to be disadvantaged in employment because of this impairment

Also included are persons whose functional limitations caused by their disability have been accommodated in their current job or workplace (e.g. use of technical aids, change to equipment or lay-out of work space).

Your disability may be visible or invisible. Examples of disabilities are listed below:

Co-ordination or Dexterity (e.g. difficulty using hands or arms such as grasping objects or using a keyboard)

Mobility (e.g. difficulty moving around from one office to another or using stairs)

Blind or visually impaired (unable to see or difficulty seeing – but do not include yourself if you can see well with glasses or contact lenses)

Deaf or hard of hearing (unable to hear or hard of hearing)

Speech (e.g. aphasia)

Non-visible physical impairment (e.g. diabetes, epilepsy)

Other disability (including post-traumatic stress disorder (PTSD), learning disability such as dyslexia, developmental and all other types of disabilities)

Based on this definition, do you consider yourself to be a person with a disability?

Yes No

Workplace Accommodation

If you believe that you face particular challenges in performing at your highest level of competency and require workplace accommodation, please consult your local Human Resources office for assistance.

E. EMPLOYMENT EQUITY INITIATIVES

Your personal information can only be used for statistical reporting purposes unless you agree to share this information for the purpose of Human Resources Planning (e.g. succession planning, development opportunities). Do you agree to have your self-identification information used for Human Resources Planning purposes?

Yes No

As part of our ongoing employment equity efforts, from time to time, we ask designated group members to participate in various activities e.g. committees, focus groups, to provide feedback on new programs. If you are agreeable to having your local HR Manager contact you directly for such a purpose, please check the box below.

Yes

F. ADDITIONAL INFORMATION

For additional information on Diversity and Employment Equity and Workplace Accommodation, please visit our website at www.cfmws.com/ee. If you have any comments/feedback for us on Employment Equity, we'd like to hear from you. Please contact us via e-mail at www.cfmws.com/ee-eng.

G. MANDATORY PLEASE SIGN AND DATE

Signature _____

Date _____

**Thank you for your participation.
Please return to your Human Resources office.**

Protected B once completed

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