

**CANADIAN GRAIN COMMISSION  
EMPLOYMENT EQUITY REPORT**

1998-99

**STATEMENT OF OBJECTIVES**

**1. Sustain an environment which supports the principles of employment equity**

<b>PLANNED ACTIVITIES</b>	<b>PROGRESS INDICATORS</b>	<b>RESULTS</b>
<ul style="list-style-type: none"> <li>Inclusion of Employment Equity objectives in directors' and managers' appraisals and operational plans as part of their human resource/operational management activities.</li> </ul>	<ul style="list-style-type: none"> <li>Number of managers held accountable according to established objective.</li> </ul>	<p>Objectives were included in the appraisal goals of CGC managers, managers were measured against the objectives.</p>
<ul style="list-style-type: none"> <li>Communication of the CGC's commitment to employment equity principles by making the Annual Employment Equity Plan available to all staff.</li> </ul>	<ul style="list-style-type: none"> <li>Number of employees who had access to the Employment Equity Plan.</li> </ul>	<p>The annual Employment Equity Plan was made available to all staff. The headquarters Employment Equity committee designed and implemented a CGC Employment Equity website.</p>
<ul style="list-style-type: none"> <li>Continuation of the process of consultation, and communication with members of designated groups through attendance at Employment Equity Committee meetings.</li> </ul>	<ul style="list-style-type: none"> <li>Number of managers in attendance at monthly meetings.</li> </ul>	<p>The headquarters Employment Equity committee held monthly meetings, at least one and often more managers attended. Meetings were held periodically in regional locations and managers attended as committee members.</p>
<ul style="list-style-type: none"> <li>Participation in Employment Equity activities by directors and managers.</li> </ul>	<ul style="list-style-type: none"> <li>Number of managers participating in or sponsoring Employment Equity activities.</li> </ul>	<p>CGC commissioners, directors and managers promoted and participated in all Employment Equity activities.</p>
<ul style="list-style-type: none"> <li>Continuation of internal consultations with union representatives.</li> </ul>	<ul style="list-style-type: none"> <li>% of meetings held with Employment Equity as an agenda item.</li> </ul>	<p>Employment Equity was an agenda item at 100% of the National Union-Management Consultation meetings, the national steering committee was developed in collaboration with the union. Employment Equity was an agenda item at 50% of the Regional Union-Management Consultation meetings.</p>

**1. Sustain an environment which supports the principles of employment equity (continued)**

PLANNED ACTIVITIES	PROGRESS INDICATORS	RESULTS
<ul style="list-style-type: none"> <li>Conduct a systems review to ensure CGC has a bias-free work environment</li> </ul>	<ul style="list-style-type: none"> <li>Review completed, results show no bias.</li> </ul>	<p>Not done, delayed as a result of downsizing. The chair of the national Employment Equity Steering Committee and the Employment Equity Executive Sponsor attended "Time for Action: Employment Systems Review" in Ottawa in January, 1999 to prepare for the CGC's systems review.</p>
<ul style="list-style-type: none"> <li>Establish systems and records to capture the data needed to measure progress against objectives</li> </ul>	<ul style="list-style-type: none"> <li>Easy to access systems and records in place for managers to use.</li> </ul>	<p>Systems are currently in place to capture data on candidates. Systems will be put in place in 1999-00 to capture similar data on board members.</p>

**2. Increase awareness and appreciation of other cultures and special needs**

PLANNED ACTIVITIES	PROGRESS INDICATORS	RESULTS
<ul style="list-style-type: none"> <li>Support for special events such as training sessions, panel discussions to highlight cultural differences and special needs</li> </ul>	<ul style="list-style-type: none"> <li>Number of events scheduled.</li> <li>Number of employees attending events.</li> </ul>	<p>Five formal events were held in headquarters, one event included the National Employment Equity Steering Committee. No formal events were held in regional locations but some informal awareness sessions took place.</p>
<ul style="list-style-type: none"> <li>Active support in encouraging participation by employees in information sessions re: gender issues, persons with disabilities, visible minorities and aboriginal culture.</li> </ul>	<ul style="list-style-type: none"> <li>Number of sessions scheduled.</li> <li>Number of employees attending sessions.</li> </ul>	<p>Harassment Awareness Training was provided in regional locations to 43 employees. A Women's Issues Conference was attended by 20 employees.</p>
<ul style="list-style-type: none"> <li>Participation in special events to celebrate:               <ul style="list-style-type: none"> <li>i) Access Awareness Week</li> <li>ii) Aboriginal Awareness Week</li> <li>iii) International Day for the Elimination of Racial Discrimination</li> <li>iv) International Women's Day</li> </ul> </li> </ul>	<ul style="list-style-type: none"> <li>Number of special events scheduled.</li> <li>Number of employees participating in events.</li> </ul>	<p>A Women's Issues Conference was attended by 20 employees. Five events were held in headquarters: a general awareness event and presentations for Black History Month, Aboriginal Awareness, Elimination of Racism and International Women's Day. Sessions were well attended by staff and managers but actual numbers are not available. A workshop on Physical Barriers To Access In Libraries was attended by 1 staff member.</p>

**2. Increase awareness and appreciation of other cultures and special needs (continued)**

PLANNED ACTIVITIES	PROGRESS INDICATORS	RESULTS
<ul style="list-style-type: none"> <li>Supporting the National Employment Equity Steering committee in its effort to increase awareness and appreciation of other cultures and special needs.</li> </ul>	<ul style="list-style-type: none"> <li>Level of participation and involvement.</li> </ul>	<p>One Steering Committee meeting was held in headquarters to discuss issues of CGC interest. Two conference calls were held to allow members to share information and participate in developing this Employment Equity report. A budget of \$10,000 was approved in headquarters for Steering Committee training, travel and purchasing of educational material. (Regional Directors allocated budget for training of local committee members.)</p>

**3. Sustain a responsive workplace in all employment and career development activities**

PLANNED ACTIVITIES	PROGRESS INDICATORS	RESULTS
<ul style="list-style-type: none"> <li>Implementation of alternative work patterns (part time, telework) and the utilization of technical aids to facilitate the integration of designated group members.</li> </ul>	<ul style="list-style-type: none"> <li>Frequency of use of alternative work patterns and technical aids by designated group members.</li> </ul>	<p>Part-time hours were provided for an inspector when she returned from Maternity Leave. Six employees participated in job sharing, many employees are on compressed work week schedules and five employees are working 4 day weeks to accommodate family situations. Flex-time was used for two employees to accommodate family/personal commitments. One aboriginal employee was hired during the summer and was retained on a part-time basis during the year to accommodate her school responsibilities while providing employment. The CGC purchased a large computer monitor for an employee with a visual disability. Winnipeg, Vancouver, Thunder Bay, Montreal, Brandon, Moose Jaw, Lethbridge and Edmonton offices are wheelchair accessible.</p>
<ul style="list-style-type: none"> <li>Initiation of measures to encourage designated members to enter competitions (e.g. mentoring, enlargement of area of competition).</li> </ul>	<ul style="list-style-type: none"> <li>% increase in number of designated group members entering competitions.</li> </ul>	<p>No data available at this time on % of designated group members entering competitions. Regionally, due to demography, a large number of visible minorities apply for and successfully compete for positions. No data is available at this time.</p>
<ul style="list-style-type: none"> <li>Review of staffing procedures, work descriptions, interview questions, written tests and examinations to ensure that they are bias free.</li> </ul>	<ul style="list-style-type: none"> <li>% of positions reviewed re: ensuring objective requirements in relation to total staffing activity.</li> </ul>	<p>CGC managers worked with HR advisors to implement monitoring of Statements of Qualifications and rating guides to ensure no bias when recruiting for all positions. All employees were involved in rewriting job descriptions pursuant to UCS Review which encompasses elimination of bias.</p>

**3. Sustain a responsive workplace in all employment and career development activities (continued)**

PLANNED ACTIVITIES	PROGRESS INDICATORS	RESULTS
<ul style="list-style-type: none"> <li>Inclusion of, where possible, members of the designated groups on staffing boards.</li> </ul>	<ul style="list-style-type: none"> <li>Frequency of participation of designated group members on staffing boards.</li> </ul>	<p>Members of designated groups included on staffing boards where feasible A representative of a designated group was included in one open selection process.</p>
<ul style="list-style-type: none"> <li>Participation by designated group members in management training programs such as MMOP and SOP.</li> </ul>	<ul style="list-style-type: none"> <li>Frequency of participation of designated group members in programs such as MMOP and SOP.</li> </ul>	<p>Two women and one visible minority attended SOP. One woman was identified for MMOP training.</p>
<ul style="list-style-type: none"> <li>Initiate measures to encourage designated groups students to view the CGC as an employer of choice.</li> </ul>	<ul style="list-style-type: none"> <li>Frequency of participation of designated group members.</li> </ul>	<p>Eight CGC employees took part in the mentoring of Aboriginal and visible minority students from Tec Voc High School. Three employees participated in the Tec Voc Portfolio Day. At the Portfolio Day, CGC employees conducted mock interviews based on the students' work during the year to provide students experience that will help them enter the workforce. The CGC's director of Human Resources and an employee made a presentation at Tec Voc about CGC core competencies and our work environment. The goal of both these initiatives is to promote the CGC as an employer of choice.</p>

**4. Participate in special programs designed to increase the representation and enhance the career opportunities of designated group members (including measures to address the Assembly of Manitoba Chiefs complaint)**

PLANNED ACTIVITIES	PROGRESS INDICATORS	RESULTS
<ul style="list-style-type: none"> <li>Use of Treasury Board Special Measures Initiatives Programs to recruit designated group members.</li> </ul>	<ul style="list-style-type: none"> <li>Frequency of recruitment of designated group members through use of Special Measures Initiatives Program.</li> </ul>	<p>We used the Youth Internship Program to hire and mentor non-high school graduates from the Aboriginal community.</p>
<ul style="list-style-type: none"> <li>Recruitment of designated group members through career development programs such as Federal Summer Work Experience Program (FSWEP) and Co-operative Education Program (COOP).</li> </ul>	<ul style="list-style-type: none"> <li>Frequency of participation of designated group members in career developmental programs such as FSWEP and COOP.</li> </ul>	<p>We recruited 1 woman under Youth Internship Program. Two Aboriginal students were hired for full-time work through FSWEP for the summer 1998, and one was retained for part-time work for the period of September, 1998 to March, 1999.</p>
<ul style="list-style-type: none"> <li>Participation by designated group members in initiatives such as developmental assignments, education leave, job rotation, acting assignments and mentoring.</li> </ul>	<ul style="list-style-type: none"> <li>Frequency of identification of designated group members for developmental assignments secondments, etc.</li> </ul>	<p>One woman was mentored on a developmental assignment. Two women were hired on a work study program in ITS. One designated group member worked in an acting manager position, another on a developmental assignment. One SCY-03 was on a developmental assignment, and a SCY-02 was on an acting assignment.</p>
<ul style="list-style-type: none"> <li>Reference to PSC designated group inventories in every open competition.</li> </ul>	<ul style="list-style-type: none"> <li>Frequency of attempts to recruit from designated groups.</li> </ul>	<p>In open competitions employment equity goals were always considered. There were 4 open competitions, target groups were Aboriginal peoples and visible minorities.</p>
<ul style="list-style-type: none"> <li>Continuation of the work experience program to accommodate high school students who are designated group members.</li> </ul>	<ul style="list-style-type: none"> <li>Frequency of participation of designated group students in work experience activities.</li> </ul>	<p>We participated in the Federal Youth Internship Program for non-high school graduates and hired one aboriginal youth.</p>
<ul style="list-style-type: none"> <li>Continuation of the mentoring in management and the sciences to accommodate high school students who are designated group members.</li> </ul>	<ul style="list-style-type: none"> <li>Frequency of participation of designated group students in mentoring activities.</li> </ul>	<p>Eight CGC employees participated in the Tec Voc Mentorship Program and 3 participated in the Tec Voc Portfolio Day.</p>

**5 (a) Encourage Self-Identification**

PLANNED ACTIVITIES	PROGRESS INDICATORS	RESULTS
<ul style="list-style-type: none"> <li>Publicize the results of the survey undertaken by Agriculture and Agri-Food Canada to improve our baseline information on representation.</li> </ul>	<ul style="list-style-type: none"> <li>Increase in number of employees self identifying</li> </ul>	<p>Employees were encouraged by managers to self-identify. The Self-Survey was publicized and literature was made available. The results were not made generally announced because the CGC was in the middle of a downsizing exercise when they became available.</p>
<ul style="list-style-type: none"> <li>Explain to new employees the advantages of self-identification by including the self-identification questionnaire with the letter of offer and information on the benefits of self-identification in the orientation kit encouraging them to self-identify.</li> </ul>	<ul style="list-style-type: none"> <li>Increase in number of employees self identifying</li> <li>Number of new employees self-identifying</li> </ul>	<p>The CGC's Employee Handbook announced in January, 1998. It contains a section on self-identification. Managers and supervisors review the importance of self identification whenever a new employee is hired.</p>

**5 (b) Self-Identification Information**

Source of Information	Total Employees	Women			Aboriginal Peoples			Persons with Disabilities			Visible Minorities		
		#	%	workforce availability %	#	%	workforce availability %	#	%	workforce availability %	#	%	workforce availability %
Treasury Board, March 31, 1999	649	205	31.6	33.4	15	2.3	2.9	29	4.4	6.4	40	6.2	13.4
Treasury Board, March 31, 1998	739	227	30.7	na	19	2.6	na	31	4.2	na	45	6.1	na
AAFC survey, September, 1997	750	na	na	na	17	2.3	na	30	4.0	na	44	5.9	na
Treasury Board, March 31, 1997	752	230	30.6	na	20	2.7	na	17	2.3	na	42	5.6	na

**6. Undertake workforce analysis**

<b>PLANNED ACTIVITIES</b>	<b>PROGRESS INDICATORS</b>	<b>RESULTS</b>
<ul style="list-style-type: none"> <li>Analyze results from the Employment Equity self-identification survey conducted in 1997-98.</li> </ul>	<ul style="list-style-type: none"> <li>Results analyzed, areas of under-representation identified</li> </ul>	<p>This was not done because of the downsizing that began in June, 1998. Significant additional workforce reductions are expected. Following these reductions, a new representation survey will be undertaken, analyzed and made available.</p>
<ul style="list-style-type: none"> <li>Set short and long-term goals to address any areas of under-representation.</li> </ul>	<ul style="list-style-type: none"> <li>Targets available to all managers</li> <li>Employment Equity committee members aware of targets</li> </ul>	<p>This was not done because of the downsizing that began in June, 1998. Significant additional workforce reductions are expected. Following these reductions, a new representation survey will be undertaken, analyzed and made available.</p>
<ul style="list-style-type: none"> <li>Establish mechanism to monitor progress in achieving better representation.</li> </ul>	<ul style="list-style-type: none"> <li>Information on representation readily available.</li> </ul>	<p>Accurate information was not available because of the change in workforce that began in June, 1998. Significant additional workforce reductions are expected. Following these reductions, a new representation survey will be undertaken, analyzed and made available.</p>