



# *Guideline 11: Employment Equity Report*



Human Resources  
Development Canada

Labour Program

Développement des  
ressources humaines Canada

Programme du travail

Canada

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## INTRODUCTION

This Guideline is intended to help employers fulfill their employment equity reporting obligations under the new *Employment Equity Act*. Private sector employers who are federally regulated and Crown Corporations with 100 employees or more must report annually on their employees in respect of industrial sector, geographic location and employment status including occupational groups, salary ranges, hires, promotions and terminations.

Employer collection of employment equity data fulfills two purposes:

- 1) it provides the individual employer with information for an internal analysis, for setting goals in the employment equity plan and for monitoring development; and
- 2) it permits external examination of employer progress in improving the employment situation of designated group members (i.e. by the Canadian Human Rights Commission (CHRC) and the public).

The *Employment Equity Act* requires employers to provide both qualitative and quantitative data on the representation of designated group members for review, publication and dissemination to the public. Information gleaned from the Employment Equity Reports is consolidated and analyzed in the Annual Report to Parliament submitted by the Minister of Labour.

While this Guideline aims to clarify and simplify employer reporting requirements under the new *Act*, it is not exhaustive. Employers should consult the *Act* and *Regulations*, as well as their Regional Workplace Equity Officer with specific inquiries.

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## PART A: LEGAL FRAMEWORK

The principal legal requirements for reporting are contained within the *Act* and *Regulations*. Employer obligations for reporting are outlined in Section 18 of the Employment Equity Act and Sections 14 to 31 of the Regulations.

Schedule I (Designated CMAs), Schedule II (Occupational Groups), Schedule VI (Form 1), Schedule VII (Industrial Sectors), and Schedule VIII (Salary Sections) are also available for consultation. These schedules supplement the *Regulations*; employers must report on their workforce in accordance with the information listed in the appended Schedules.

*Please refer to Appendix E of*

According to the *Regulations*, **Forms 1-6 of Schedule VI** are prescribed for the purpose of filing an Employment Equity Report. [*Regulations*, s. 15(1)]

*this Guideline for sample forms.*

While the *Act* and *Regulations* explicitly detail quantitative reporting requirements, there exist fewer precepts concerning the required narrative report. The information provided in this Guideline is intended to clarify and elaborate issues relating to both numerical and narrative reporting.

## **Filing an Employment Equity Report**

All private sector employers and Crown Corporations with 100 employees or more covered by the *Employment Equity Act* must prepare and submit an Employment Equity Report to the Minister of Labour on or before June 1<sup>st</sup> of each year in respect of the preceding calendar year, from January to December.

**“Employer”** means the person who or organization that was the employer on December 31<sup>st</sup> of the immediately preceding year. [*Act*, s. 18(2)]

Reports may be submitted on diskette or in hard/printed copy .

*Please refer to pages 13 to 15 of this Guideline for diskette filing specifications.*

### **All reports are to be sent to the following address:**

Labour Standards and Workplace Equity, Operations  
Labour Branch  
Department of Human Resources Development  
Place du Portage, Phase II  
165 Hôtel de Ville  
Hull, Quebec  
K1A 0J2

## **Definitions**

Federally-regulated employers must submit annual Employment Equity Reports in respect of their employees. **Only those employees who fulfill the definition of “employee” under the *Regulations* are to be considered employees for reporting purposes.**

For the purpose of the *Act*, “employee” means a person who is employed by the employer, but **does not include a person employed on a temporary or casual basis for fewer than 12 weeks in a calendar**

year. [Regulations, s.1(2)(a)]

**“Permanent full-time employee”** means a person who is employed for an indeterminate period to regularly work the standard number of hours fixed by the employer for employees in the Occupational Group in which the person is employed. [Regulations, s. 1(1)]

**“Permanent part-time employee”** means a person who is employed for an indeterminate period to regularly work fewer than the standard number of hours fixed by the employer for employees in the occupational group in which the person is employed. [Regulations, s. 1(1)]

**“Temporary employee”** means a person who is employed on a temporary basis for any number of hours during a fixed period or periods totaling 12 weeks or more during a calendar year, but does not include a person in full-time attendance at a secondary or post-secondary educational institution who is employed during a school break. [Regulations, s. 1(1)]

## Report Components

**The Employment Equity Report contains information regarding:**

- the industrial sector in which employees are employed, the location of the employer and its employees and the number of designated group members; [Act, s. 18(1)(a)]
- the occupational groups in which employees are employed and the degree of representation of designated group members in each occupational group; [Act, s. 18(1)(b)]
- the salary ranges of its employees and the degree of representation of designated group members in each range and in each prescribed subdivision of the range; [Act, s. 18(1)(c)] and
- the number of employees hired, promoted and terminated and the degree of representation in those numbers of designated group members [Act,

**“Designated Groups” means women, Aboriginal peoples, persons with disabilities and members of visible minorities.**  
[Act, s. 3]



s. 18(1)(d)]

Form 1 includes employer identification information, a report summary, and the certification of accuracy. This data is often referred to as the employer snapshot.

## **Narrative Report**

Each employer filing an Employment Equity Report under the new *Act* must submit an accompanying narrative report to supplement the numerical data. [Act, s. 18(6)] The narrative report must include:

- a description of the **measures** taken by the employer during the reporting period to implement employment equity and the **results** achieved; and
- a description of the **consultations** between management and employees' representatives (unionized and non-unionized) during the reporting period concerning the implementation of employment equity

The narrative report is an integral part of the Employment Equity Report and will be made public along with the numerical portion of the report.

## **Numerical Data**

Forms 2 to 6 record numerical data detailing the representation of designated group members in the employer's workforce.

## **Self-identification**

According to the *Act*, only those employees who identify themselves or who agree to be identified as members of designated groups are to be counted as members of those designated groups for the purposes of the report. [Act, 18(4)]

*Please refer to Part B of this Guideline for a recommended format for narrative reporting.*

**Appendix A** provides a sample narrative report.

*Please refer to **Guideline 3: Consultation and Collaboration.***

*The information recorded in the Employment Equity Report must directly coincide with the results of an employer's Self-identification Survey. If members of an employer's workforce do not identify themselves as designated group members, their choices are not to be altered in the report. To promote employee self-identification, please refer to*

**Guideline 4: Collection of Workforce Information.**

## **Certification**

The signature of a senior officer certifies that the submitted Employment Equity Report is both complete and correct. The certification of accuracy constitutes a legal statement. [*Regulations*, s. 16(3)]

*Formerly, the certification required the signature of the Chief Executive Officer (CEO). Employers may also include an employer seal, but it is not mandatory.*

## **Consolidated Reporting**

Where associated or related federal works, undertakings or businesses are operated by two or more employers having common control or direction, the Minister may authorize the submission of one consolidated Employment Equity Report. [*Act*, s. 18(7)]

*Authorization for consolidated reporting may be granted by the Minister following a formal written request submitted by the employer.*

The Labour Standards and Workplace Equity Program accepts applications for consolidated reporting on behalf of the Minister. Employers must submit a **formal written request** for consolidated reporting to the Director of the Labour Standards and Workplace Equity Program for consideration. An employer must meet several criteria to be considered eligible for the consolidated reporting option.

**Appendix B** of this Guideline outlines specific requirements for consolidated reporting eligibility.

## **Record Keeping**

Employers must maintain a copy of the database or other computer record used to generate the report for two years after the year in respect of which the report is filed. [*Regulations*, s. 12(3)]

*Please refer to **Guideline 10: Record Keeping.***

Although not legally required, employers are encouraged to retain a copy of the submitted Employment Equity Report for a period of two years.

## **Compliance**

Failure to submit a complete and accurate Employment Equity Report places the employer in violation of the *Employment Equity Act*. Employers found to be in violation of the *Act* are subject to monetary penalties as specified in Sections 35 to 40 of

*The Minister may, within two years after the day on which the Minister becomes aware of the violation, issue a notice of assessment of a monetary penalty in respect of the*

the Act. Reporting violations include:

- failure to file an Employment Equity Report without a reasonable excuse; [Act, s. 35(1)(a)]
- failure to include required information in the report without a reasonable excuse; [Act, s. 35(1)(b)] and
- knowingly filing a report containing false or misleading information [Act, s. 35(1)(c)]

violation. [Act, s. 36(1)]

*The assessment of “reasonable excuse” rests with HRDC.*

*The auditing process contains a degree of flexibility so as to recognize legitimate business constraints. Where genuine obstacles to the implementation of certain requirements are found to exist, or where the exercise of discretion is warranted, an employer’s good faith efforts will be an influential factor in assessing compliance.*

Previous to the amended Act, failure to report as required could have resulted in prosecution in a criminal court. The new assignment of monetary penalties now replaces criminal prosecution.

## **Exemption**

An employer may be granted an exemption for a period of up to one year if special circumstances beyond the employer’s control prevent the employer from fulfilling their obligations. Decisions sanctioning an extension may only be made by the Minister.

*Only in very extreme circumstances may an employer not be required to file an Employment Equity Report. Applications for exemptions should be made to the Minister in only the most exceptional and unavoidable situations. [Act, s. 18(8)]*

**Note:** Appendix C of this Guideline outlines the changes in reporting requirements effected by the new *Employment Equity Act*.

## PART B: PRACTICAL APPLICATION

This section has been developed to help employers understand the specific requirements of both the narrative and numerical reports. While the following outline is intended to clarify reporting issues, it is not exhaustive. Employers with other specific reporting inquiries are invited to consult the *Act* and *Regulations*, or their Regional Workplace Equity Officer.

### Narrative Report

Under the new *Act*, employers are required to submit narrative descriptions of their business practices along with their numerical report. [Act, s. 18(6)] The narrative report allows employers the opportunity to exchange and promote best practices of the reporting year. It also allows for a measurement of progress in the attainment of projected employment equity goals.

**Note:** In the case of an employer submitting a consolidated report, each legal entity must be represented in a narrative report. The employer may choose to submit a separate narrative report for each legal entity, or submit one narrative report accounting for all of the legal entities.

#### The narrative report must outline:

- the **measures** taken by the employer during the reporting period to implement employment equity and the **results** achieved; and
- a description of the **consultations** between management and employees' representatives (unionized and non-unionized) during the reporting period concerning the implementation of employment equity

While the above items are mandatory under the *Act*, the employer is not limited to only those items. Information that qualifies the numerical data is beneficial to the overall presentation and clarity of the Employment

*Many employers have voluntarily been including similar qualitative information in their Employment Equity Reports in the form of an Executive Summary. The narrative report, by comparison, requires more specific and detailed information and is now a mandatory requirement under the Act.*

*Please refer to **Guideline 3: Consultation and Collaboration.***

*Please refer to **Appendix A** of this Guideline for a sample narrative report.*

Equity Report.

## **Confidentiality**

Complete confidentiality of responses to the Self-identification survey is required under the *Act*. [Act, s. 9(3)] Therefore, the narrative report must not contain personal information, such as employee names, or other information that would identify particular employees.

**Note:** Employers wishing to publish employees' names in reference to awards or other circumstances may do so only upon **written consent of the employee**.

## **Narrative Report Components**

The following is intended as a general format to follow when preparing the narrative report. **Please note that the narrative report should not exceed eight pages in length.**

**The narrative report may be submitted on diskette in a PC-compatible word processing format.**

*The Labour Standards and Workplace Equity Program reserves the right to restrict the publication page limit of narrative reports to eight pages.*

### **I. General Overview**

This section should contain an overview of the main events that have influenced the activities of the employer during the reporting period. A brief statement on the business activity, corporate structure and geographic locations in which the business operates could be included. Information on acquisitions, mergers, transfer of employees, layoffs, strikes, reorganizations and other structural changes should be part of this overview when applicable, as well as a general synopsis of the business climate i.e. economic and industrial conditions.

*If an employer organization has undergone significant changes, it is recommended that advance notification be provided to the Regional Workplace Equity Officer prior to filing the Employment Equity Report since these changes may affect the legal status of the reporting corporation.*

*Please refer to **Appendix D** of this Guideline for a complete contact list of Regional Workplace Equity Officers.*

**Note:** If the information contained in the general overview does not change from year to year, employers may find it useful to retain the business profile segment of the General Overview (business activity, corporate structure and geographic locations) as a standard portion of their narrative reports to be submitted in future reporting years.

## II. Quantitative Information

Employers may use this portion of the narrative report to address unusual variances between the submitted report and the previous year's report. A brief description of the statistical situation of designated group members should be included, focusing on both overall representation and how hirings, promotions and terminations, *in numerical terms*, contributed to any reported progress or decline.

This section should also reflect the impact of changes on data identified in the General Overview (for example, the number of employees involved in an acquisition). Information that could explain the data provided in the numerical report should be discussed, including:

- changes in the employment status of workers (from part-time to full-time, from temporary to full-time, etc.);
- changes affecting the occupational distribution of employees (coding, reorganization, mergers, downsizing, etc.);
- the results of a new self-identification survey, and
- the results of a new workforce analysis.

This section should also be used to explain other variations not accounted for or unusual data results appearing in the numerical portion of the report.

## III. Qualitative Measures

**The Act requires employers to include a description of the measures undertaken in support of the employer's employment equity program during the reporting period and the results achieved during the reporting period by those measures.** While it is recognized that not every measure and result can be described in detail, employers should aim to include the principal or most significant measures taken in the reporting year. Examples include:

*The inclusion of qualitative measures and results in the narrative report is required under the Employment Equity Act. [Act, s. 18(6)(a)].*

## **Communications**

This section describes the internal and external communication initiatives found to be particularly effective in implementing employment equity in the organization. These may include, but are not limited to, sensitizing activities to increase employment equity awareness and understanding among the workforce, as well as marketing and public relations tools such as videos, posters, seminars, etc.

*Please refer to **Guideline 2: Communications.***

## **Equity Environment**

Employers may describe those measures aimed at creating a corporate environment which supports employment equity. Examples include policies on harassment and pay equity and the introduction of counselling services. Employers may also wish to include other measures undertaken to improve the workplace environment for designated group members.

## **Employment Systems**

Activities undertaken to address any employment barriers identified as a result of the employment systems review should be included. This includes a review of the policies and practices used to attract, select, train, promote and compensate employees.

*Please refer to **Guideline 6: Employment Systems Review.***

## **Initiatives for Designated Groups**

This segment outlines the activities undertaken and the results attained for designated group members in respect of the following:

### **a) Recruitment**

Corporate initiatives and programs designed to broaden the recruitment pool and increase the representation of designated group members may be discussed here. Examples include liaison activities, industry-related campaigns, outreach programs/policies, training and internship programs, ongoing employer-union initiatives, applicant tracking, skill-based inventories and recruitment/selection techniques.

***b) Training and Development***

Employers are invited to outline corporate initiatives aimed at promoting and improving the occupational distribution of designated group members. Examples include bridging programs, skill developmental assignments, mentorship programs, career tracking, career counselling, skills upgrading and support for employees on training.

***c) Promotion***

Corporate initiatives in place to ensure designated group members are represented at all levels of the organization may be outlined. Examples include succession planning, career counselling and career pathing initiatives.

***d) Retention and Termination***

Employers may illustrate corporate initiatives in place to consider ways to retain designated group members. For example, employers may conduct exit interviews and climate surveys to determine reasons why designated group members are leaving. Other examples include the examination of lay-off and termination criteria in order to ensure designated group members are not leaving in disproportionate numbers to other employees.

***e) Reasonable Accommodation***

Employers may specify employment practices, systems and support mechanisms designed to accommodate differences so that designated group employees are not denied access to employment opportunities or benefits. Reasonable efforts to accommodate health, cultural, religious and family-related needs of employees should be incorporated. Such initiatives as the creation of support systems and the provision of technical equipment, vocational aids and attendant services could also be included.

***IV. Constraints***

This section affords employers an opportunity to describe any constraints or restrictions encountered in implementing employment equity. Such constraints



include, but are not limited to, the availability of designated group members, the geographical situation of the employer, problems related to self-identification, and legal or technical requirements.

### ***V. Consultations with Employee Representatives***

**Employers must report on the consultations between management and union/employee representatives regarding the implementation of employment equity during the reporting period.**

*This portion of the narrative report is required under the Employment Equity Act.  
[Act, s. 18(6)(b)]*

*Please refer to **Guideline 3: Consultation and Collaboration.***

### ***VI. Future Strategies***

Employers are invited to describe short-term or long-term future employment equity initiatives.

## Numerical Report

### **Forms Required**

According to the *Regulations*, the amended Forms 1-6 of Schedule VI are prescribed for the purpose of filing an Employment Equity Report. [*Regulations*, s. 15(1)]

*Please refer to **Appendix E** of this Guideline for sample forms.*

### **The amended forms reflect the following changes:**

**Form 1:** A senior officer of the corporation may now sign Form 1. Formerly, this document was signed by the Chief Executive Officer. An employer's seal is not mandatory.

*For example, the Director of Human Resources constitutes a senior officer.*

**Form 2:** The National Occupational Classification System (NOC), from which were derived the 14 occupational groups, is now reflected on Form 2. Employers must also use the newly developed Salary Ranges specified in Schedule VIII of the *Regulations* and found in **Appendix J** of this Guideline.

**Form 3:** Form 3 includes updated salary ranges.

**Forms 4 to 6:** Forms 4 to 6 also reflect the National Occupational Classification System (NOC).

### **Electronic Format**

In order to simplify the reporting process, employers are invited to produce and submit their Employment Equity Report on diskette.

*Please refer to pages 14 and 15 of this Guideline for further information.*

**Note:** Currently, reports cannot be submitted via the Internet. This option is in the course of being developed, and will be made available in the future.

### **Employment Equity Computerized Reporting System (EECRS)**


Employers are encouraged to install the report generating computer software **EECRS (Employment Equity Computerized Reporting System)** developed by the Labour Standards and Workplace Equity

*Experiencing technical difficulties? Employers may call the EECRS ☛ hotline at (819) 953-7510 between 9:00am and 5:00pm Eastern Standard Time for technical*

Program.

*help.*

**EECRS generates Forms 1 to 6 and provides many benefits for employers:**

- user-friendly
- built-in edit checks
- automatic data calculations
- simplifies the applications of reporting requirements
- imports employer data from other Human Resource (HR) systems, payroll systems, and text tab delimited files
- exports data for workforce analysis
- user-supported  **hotline (819) 953-7510**
- software is free of charge
- effective method of tracking employees for Employment Equity purposes

**Employers using the EECRS software may submit their report on diskette accompanied by a hard copy of a signed and dated Form 1.**

**Other Electronic Formats**

Although Human Resources Development Canada (HRDC) encourages employers to use the EECRS software, employers may submit forms produced by other report generating programs. **If an employer chooses to generate its own forms, the following criteria must be respected:**

- a) The forms must include all the data elements required, in the same order as the prescribed forms.
- b) Column or box headings must be identical to those in the prescribed forms in at least one official language; there may be no abbreviations or omissions. For example, employers must use “Members of visible minorities” and not “VM”.

*Employers interested in obtaining the EECRS software are encouraged to consult their Regional Workplace Officer.*

c) Employer-designed forms must directly replicate the format of the prescribed forms. All lines and boxes must be displayed correctly, including all appropriate headings and form identifiers.

The **spacing** or **type size** of information may vary slightly from the prescribed forms, provided that the form contains all the information required. However, the **order** of information on the prescribed forms must be preserved. In addition, a one-page form (Forms 1, 3, 4, 5, 6) must remain on one page, and a two-page form (Form 2) must span two pages.

d) The forms and information contained may be submitted in either hard/printed copy or on diskette.

**Note: Employers using other report-generating software may only submit their report on diskette if the software employed is compatible with the EECRS system.** The file layout structure is available upon request. If the software is compatible, the electronic report must be accompanied by a hard copy of a signed and dated Form . **An electronic signature on Form 1 will also be accepted as a formal certification to the accuracy of the report.**

*If employers are using other electronic formats, they may call the EECRS hotline at (819) 953-7510 for the exact file layout and related questions on EECRS compatibility.*

*An electronic signature may be a scanned signature, a signature designed with specific software, or simply a typed name attesting to the accuracy of the report.*

e) The forms and information contained within must be legible and sufficiently clear to Labour Standards and Workplace Equity staff and of a paper size that permits mass duplication for dissemination to the public as required by the *Act*, i.e. letter (8.5 x 11) or legal (8.5 x 14).

**Note: A copy of the database used to generate the Employment Equity Report must be retained at the place of the employer for a period of at least 2 years after the year in respect of which the report is filed. [Regulations, s. 12(3)]**

*Please refer to **Guideline 10: Record Keeping***

**Reports that do not fulfill the above criteria may be refused. Employers failing to comply with the above specifications will be required to make the necessary amendments and resubmit the report.**

## Reporting Forms

Employers must submit complete and accurate reporting forms in order to ensure reliable data.

If some areas on the reporting forms do not apply to an employer, the employer may choose to:

- leave sections blank and enclose an explanatory note in the narrative report
- enter “0” in the appropriate spaces
- enter N/A in the appropriate spaces

For example, a company which employs employees in only three Occupational Groups may choose to leave blank those spaces which do not apply to their workforce. This employer would then enclose a brief explanatory note in the accompanying narrative report describing the nature of the workforce.

If entire forms are not applicable to the employer, the employer must still submit the blank forms. For example, if an employer does not have any new full-time hires during the reporting period, Form 4A must still be submitted for the appropriate geographic location(s). Recording zeros or N/A across the bottom (totals) of the forms is sufficient.

*“C” forms for temporary employees are only to be submitted by employers whose temporary workforce (box 16) represents 20% or more of their entire workforce (i.e. 20% of the total workforce at peak period listed in box 19 on Form 1). Blank “C” forms are not to be included by employers whose temporary workforce is less than 20%.*

*The EECRS software automatically generates the required forms.*

## **FORM 1: EMPLOYER IDENTIFICATION, REPORT SUMMARY AND CERTIFICATION**

All employers must complete Form 1. Form 1 contains three main components:

- Employer Identification (boxes 1-9)
- Report Summary (boxes 10-19)
- Certification (box 20)

## Employer Identification

On Form 1, Boxes 1 to 9 record essential identification information including the name of the employer, the address of the principal place of business and the names and titles of relevant personnel.

## Report Summary

On Form 1, Boxes 10 to 19 provide a general numerical synopsis of an employer's Employment Equity Report. Employers are asked to provide information on the industrial sector in which they function, the employment status of their employees, and the geographical locations of their business operations. The information provided reflects the **employer's workforce, that is, the number of employees who fulfill the definitions of "permanent full-time employee", "permanent part-time employee" and "temporary employee" under the Act. Casual employees working fewer than 12 weeks are never included on Form 1.**

*Employees classified as "Other" (by EECRS) are sometimes counted on Form 1. Please refer to page 23 of this Guideline for further information.*

*The definitions of permanent full-time, permanent part-time and temporary employees are provided on page 3 of this Guideline.*

## Determine Number of Forms Required

The information employers provide in the Report Summary on Form 1 determines the number of forms each employer must submit.

*Please refer to **Appendix F** of this Guideline . This Form 1 diagram is a useful visual tool to help employers determine their individual form requirements.*

## Boxes 10-13: Industrial Sectors

Employers list the number of employees in each industrial sector, in decreasing order, in boxes 10 to 13.

*Please refer to **Appendix G** (Schedule VII) of this Guideline for correct identification of the Standard Industrial Classification (SIC).*

Employers must submit a complete set of Forms 2 to 6 at the National level, as well as the appropriate Provincial, level including applicable employment status forms A, B, and C for each industrial sector in which they employ 1,000 employees or more. Please note that for the Census Metropolitan Area (CMA) levels, employers must only submit Form 2, including applicable employment status forms A,B, and C for each industrial sector in which they employ 1,000 employees

or more.

If an employer operates in more than one industrial sector but employs less than 1,000 employees in an additional sector, **those employees must be rolled into the largest sector and reported along with the largest sector employees on Forms 2 to 6.** These employees, however, must still appear separately on Form 1 in boxes 10 to 13.

*Employers are encouraged to contact their Regional Workplace Equity Officer (see **Appendix D**) with specific inquiries.*

## **Boxes 14 -16: Employment Status Categories**

### **Box 14: Permanent Full-time Employees**

**“Permanent full-time employee”** means a person who is employed for an indeterminate period to regularly work the standard number of hours fixed by the employer for employees in the Occupational Group in which the person is employed. [*Regulations*, s. 1(1)]

Box 14 records the number of permanent full-time employees. These employees are reported on the prescribed **“A”** Forms, that is, Forms 2A, 3A, 4A, 5A and 6A.

**Note:** If the nature of an employer’s business activity is seasonal in nature (ex. water transport), **seasonal employees should be recorded as permanent full-time employees.** It is recommended that employees are reported at **seasonal peak** in this instance; that is, the date on which the seasonal workforce is largest. Employers should contact their Regional Workplace Equity Officer for additional clarification.

### **Box 15: Permanent Part-time Employees**

**“Permanent part-time employee”** means a person who is employed for an indeterminate period to regularly work fewer than the standard number of hours fixed by the employer for employees in the Occupational Group in which the person is employed. [*Regulations*, s. 1(1)]

Box 15 records the number of permanent part-time employees. These employees are reported on the prescribed **“B”** Forms, that is, Forms 2B, 3B, 4B, 5B and

6B.

**Note:** Employers must report their permanent part-time employees regardless of their number.

### **Box 16: Temporary Employees**

**“Temporary employee”** means a person who is employed on a temporary basis for any number of hours during a fixed period or periods totaling 12 weeks or more during a calendar year, but does not include a person in full-time attendance at a secondary or post-secondary educational institution who is employed during a school break. [*Regulations*, s. 1(1)]

Box 16 records the number of temporary employees. **If the number in box 16 reflects 20% of the employer’s total workforce in Canada (box 19), Forms 2c and 3c must be completed for temporary employees.**

### **Boxes 17-19: Geographical Areas**

Employers must report on employees at the **National, Provincial** and eight designated **Census Metropolitan Area (CMA)** levels. However, employers whose total workforce is located in one province and/or one CMA need only submit one set of forms at the national level for each industrial sector to avoid unnecessary duplication of information.

*Please refer to **Appendix H (Schedule I)** of this Guideline for a complete listing of the eight designated CMAs.*

**National level (box 19):** Each employer must submit one set of Forms 2 to 6 recording data on the total number of employees across Canada.

**Provincial level (box 18):** Employers must submit additional sets of Forms 2 to 6 for each province or territory where 100 employees or more are located.

*In boxes 17 and 18, employers must record the exact number of employees, regardless of whether there are less than 100 employees in a given province or CMA.*

**Designated CMA level (box 17):** Employers must submit additional Forms 2 for any of the eight designated CMAs where 100 employees or more are located.



**Forms Required: A Case Study**

The following represents different portions of the Report Summary section found on Form 1. The numbers provided reflect fictitious Company X's workforce.

<b>INDUSTRIAL SECTOR(S)</b>	10	<b>INDUSTRIAL SECTOR 1</b> Agricultural and Related Service Industries	NO. OF EMPLOYEES <b>177</b>
	11	<b>INDUSTRIAL SECTOR 2</b> Logging and Forestry Industries	NO. OF EMPLOYEES <b>50</b>
	12	<b>INDUSTRIAL SECTOR 3</b>	NO. OF EMPLOYEES
	13	<b>INDUSTRIAL SECTOR 4</b>	NO. OF EMPLOYEES

<b>EMPLOYMENT STATUS CATEGORIES</b>	14	<b>NUMBER OF PERMANENT FULL-TIME EMPLOYEES</b>	15	<b>NUMBER OF PERMANENT PART-TIME EMPLOYEES</b>	16	<b>NUMBER OF TEMPORARY EMPLOYEES</b>
		<b>155</b>		<b>21</b>		<b>3</b>

<b>GEOGRAPHICAL AREAS (INDICATE NUMBER OF EMPLOYEES LOCATED IN EACH AREA)</b>	17	<b>DESIGNATED CMAs</b>		18	<b>PROVINCES/TERRITORIES</b>	
		CALGARY	.....		ONT.	.....
		EDMONTON	.....		QUE.	<b>156</b>
		HALIFAX	.....		N.S.	.....
		MONTREAL	115		N.B.	.....
		REGINA	71		MAN.	.....
		TORONTO	.....		B.C.	.....
		VANCOUVER	.....		P.E.I.	.....
		WINNIPEG	.....		SASK.	<b>71</b>
					ALTA.	.....
				NFLD	.....	
				Y.T.	.....	
				N.W.T.	.....	
	19	<b>TOTAL EMPLOYEES IN CANADA &gt;</b>			<b>227</b>	

## Required Forms for Company X

### Boxes 10-13: Industrial Sector

Company X employs 177 employees in Industrial Sector 1 and 50 employees in Industrial Sector 2. Since Company X employs fewer than 1,000 employees in the second industrial sector, those employees (recorded in box 11) must be rolled up into the first industrial sector for reporting on Forms 2-6.

- ➔ **Forms required:** Company X must provide one set of Forms 2-6 for the Agricultural and Related Service Industries sector (the employees in the Logging and Forestry Industries sector are included on these forms).

### Boxes 14-16: Employment Status Categories

On December 31<sup>st</sup> of the reporting year, Company X employed 155 permanent full-time employees and 21 permanent part-time employees. At the peak employment period for temporary employees, Company X employed three temporary employees.

- ➔ **Forms required:** Company X must provide "A" Forms 2A, 3A, 4A, 5A, 6A for permanent full-time employees and "B" Forms 2B, 3B, 4B, 5B, 6B for permanent part-time employees. Company X is not required to submit "C" forms for temporary employees since this number does not reflect 20% of the total workforce ( $3 \div 227 \times 100 = 1.3\% = < 20\%$ )

### Boxes 17-19: Geographical Areas

#### National level (box 19)

Company X employs 227 employees in Canada.

- ➔ **Forms required:** Company X must provide a complete set of Forms 2 to 6 recording data on the total number of employees across Canada.

#### Provincial level (box 18)

Company X employs 156 employees in Quebec and 71 employees in Saskatchewan.

- ➔ **Forms required:** Since Company X employs more than 100 employees in Quebec, Company X must provide a complete set of Forms 2 to 6 for those employees. Company X is not required to include a set of forms for Saskatchewan since fewer than 100 employees are employed in that province.

#### CMA level (box 17)

Company X employs 115 employees in Montreal and 71 employees in Regina.

- ➔ **Forms required:** Since Company X employs more than 100 employees in Montreal, Company X must include additional Forms 2 for Montreal. Company X is not required to submit Forms 2 for Regina since fewer than 100 employees are employed in that CMA.

**TOTAL FORMS REQUIRED:**

- **One set of National Forms 2 to 6 including Forms 2A, 2B, 3A, 3B, 4A, 4B, 5A, 5B, 6A, 6B.** (These forms report on the Agricultural and Related Service Industries sector and the Logging and Forestry Industries sector with 176 employees.)
- **One set of provincial Forms 2 to 6 for Quebec, including Forms 2A, 2B, 3A, 3B, 4A, 4B, 5A, 5B, 6A, 6B**
- **Additional Forms 2 for Montreal, including Forms 2A, 2B. Forms 3, 4, 5 and 6 are not submitted for CMAs.**

## **Which Employees Are Counted**

For the purpose of the Act, “employee” means a person who is employed by the employer, but does not include a person employed on a temporary or casual basis for fewer than 12 weeks in a calendar year. [Regulations, s.1(2)(a)]

*Please refer to page 26 of this Guideline for information on how to determine the number of weeks worked.*

**Only those employees who meet the definition of “employee” (permanent full-time, permanent part-time and temporary) are to be counted on Form 1.**

*Please refer to pages 18-19 of this Guideline for detailed definitions.*

Boxes 10 to 13 and boxes 17, 18 and 19 record the number of employees who meet the definition of “employee” at peak period of employment, while boxes 14 and 15 record the number of employees who meet the definition of “employee” on December 31<sup>st</sup>. Box 16 records the number of temporary employees who meet the definition of “employee” at the peak employment period for temporary employees.

**Additional information concerning when to count employees (at peak period or on December 31<sup>st</sup>) is provided on pages 25 and 26 of this Guideline.**

Permanent full-time and permanent part-time employees on leave on December 31<sup>st</sup> (for example, longterm disability leave or maternity leave) must still be counted in boxes 10 to 13, 17, 18 and 19. These employees may only be recorded in boxes 14 and 15 if the employer continues to pay a salary or income replacement benefits.

Employers using the **Employment Equity Computerized Reporting System (EECRS)** will find additional fields for employees classified as “Casual” and “Other”. **“Casual employees”** refers to those employees with designated start and end dates working less than 12 weeks during a reporting year. **“Other employees”** refers to those employees who are on unpaid leave but who otherwise fulfill the definitions of permanent full-time, permanent part-time or temporary employees and maintain the right to return to work.

*Please refer to page 24 for instruction on how to record employees on leave.*

**Casual employees (employees working less than 12 weeks throughout the year) and students working during a school break do not fulfill the requirements of the definition of a temporary “employee” and must not be counted.**

**Exception: Cooperative education students or**

**students working on a part-time basis throughout the year may be counted provided they worked 12 weeks or more.**

Employees “on call” may be counted as temporary employees provided they work 12 cumulative weeks during the reporting period.

There exist, however, some specific situations that require individual attention. The following cases are provided to clarify some frequently raised issues.

### **Employees on Leave**

Employees on either paid or unpaid leave of absence (sick leave, education leave, maternity leave, disability leave, etc.) during the reporting period must still appear in boxes 10 to 13 and boxes 17 to 19 on Form 1. Even if the employer does not pay the employee a salary or the employee has been absent for an extended period (*or even the entire reporting year*), the employee must be counted on Form 1 if the right to return to work following their absence has been retained.

**Note:** Employers using EECRS would record these employees under “Other”.

**An employee on leave will also be counted in Boxes 14, 15 or 16 (and consequently reported on Forms 2 to 6) IF:**

- the employer continues to pay a salary to the employee, or income replacement benefits are paid by the employer and not a third party (ex. Insurance company) **AND**
- the employee continues to meet the definition of permanent full-time employee, permanent part-time employee or temporary employee

For example, a permanent full-time employee on maternity leave who continues to be paid a salary would be reported in boxes 10 to 13, 17 to 19 **AND** box 14 on Form 1 and on Forms 2 to 6. In contrast, a permanent full-time employee on longterm disability leave who no longer receives a salary but who retains the right to return to work would only appear in boxes 10 to 13 and

*To determine the number of weeks worked, please refer to page 26 of this Guideline.*

*Employers are invited to contact their Regional Workplace Equity Officer with specific cases.*

***Employers are encouraged to consult their Regional Workplace Equity Officers (see Appendix D) with specific inquiries.***

*Please refer to page 3 of this Guideline.*

17 to 19 on Form 1.

## **Employees from Canada Posted Abroad**

In order for an employee normally employed in Canada but posted abroad during the reporting period to be counted and reported on Forms 1-6, three criteria must be met:

- 1) there must exist an employee/employer relationship
- 2) the employee's home base must be in Canada
- 3) the employee's posting has been for a period of less than one year

If the employee has been abroad for a period exceeding one year, but the first two criteria have been met and the employee retains the right to return to employment in Canada, then the employee may appear in boxes 10 to 13.

**Note:** These employees are not counted in boxes 17 to 19 since these boxes record employees working in Canada.

## **Employees from Abroad Posted in Canada**

Employees from abroad and working in Canada are to be counted and reported in the appropriate boxes on Form 1 if an employee/employer relationship exists, regardless of the length of the assignment and the employee's home base. These employees are also reported on Forms 2-6 provided they fulfill the definitions of permanent full-time or permanent part-time and on Forms 2-3 provided they fulfill the definition of temporary employees.

## **When to Count Employees**

Some boxes in the Report Summary portion of Form 1 require employers to record their workforce at **peak period of employment**, while other boxes require employers to record their workforce **as of December**

*"Employees from Canada posted abroad" are employees of a Canadian employer working abroad on assignment of the Canadian employer.*

*Please refer to Part C of **Guideline 4: Collection of Workforce Information** for employment relationship criteria*

*"Employees from abroad posted in Canada" refers to employees whose home base is outside of Canada working in Canada for a Canadian employer.*

*Please refer to **Appendix F** of this Guideline. This Form 1 diagram is a useful visual tool to help employers determine*

**31<sup>st</sup>** of the reporting year.

**Boxes 10 to 13** and boxes **17 to 19** reflect the employer's workforce at **peak period of employment**. For these boxes, this period is defined as the date during the reporting year on which the employer's workforce was the largest (the date on which the most employees were employed).

**Note:** Peak period of employment for boxes 10 to 13 and boxes 17 to 19 must **NOT** be calculated by adding full-time employees' peak period, part-time employees' peak period and temporary employees' peak period since these peaks may each occur on separate dates during the calendar year.

**Boxes 14 and 15** reflect the number of permanent full-time employees and permanent part-time employees **as of December 31<sup>st</sup>** of the reporting year.

**Note:** If an employee experiences a change in employment status during the year, (from part-time to full-time, for example), the employee must be recorded according to the position they hold **on December 31<sup>st</sup>** of the reporting period.

**Box 16** reflects the employer's temporary workforce at its **peak period of employment**. This period refers to *the date during the reporting year on which the number of temporary employees is largest*. It does **not** refer to the point at which the employer's entire workforce is at its largest.

Temporary employees are calculated according to the **cumulative number of weeks worked**, not by the cumulative number of days. As a result, the decision as to whether an employee may be considered "temporary" may only be made at the end of the reporting period. For example, an employee may be called to work two days one week, three days the following week and one day per week for 10 other weeks during the calendar year. This employee is considered to have worked 12 weeks for employment equity purposes.

*when to count employees.*

**The EECRS software automatically calculates peak period of employment.**

*Employers must record the exact number of temporary employees in box 16 even if this number represents less than 20% of the employer's workforce.*

*Please ensure that only those employees meeting the definition of "temporary employee" are counted.*

## FORM 2: OCCUPATIONAL GROUPS

Form 2 is the most complex form to complete and the most useful for analysis. Form 2 collects data on employees' membership in designated groups according to their representation in the 14 pre-defined Employment Equity Occupational Groups (hereafter referred to as Occupational Groups) and corresponding salary ranges. A maximum and a minimum salary range must be recorded.

The **National Occupational Classification (NOC)** System was developed to best reflect the type of work performed by employees. Occupations are grouped in terms of particular tasks, duties and responsibilities. The use of this standardized system ensures consistency of data from year to year within the same company and between companies.

**Completing Form 2 requires employers to follow three steps. Each employer must:**

**Step 1)** Identify which occupations in their workforce fall within each of the 14 Occupational Groups according to the nature of the work being performed (i.e. according to their classification in the NOC Unit Groups) [*Regulations*, s. 22(1)(2)]

**Step 2)** Calculate the four Salary Quarters for each of the 14 Occupational Groups [*Regulations*, s. 27(1)(2)]

**Step 3)** Identify the highest and lowest Salary Ranges for each of the 14 Occupational Groups [*Regulations*, s. 26(1)]

**Employers are advised to take special care in completing the following steps to ensure valid and reliable data are provided.**

**Reminder:** Form 2 includes Forms **2A, 2B and 2C** (when applicable) and captures information on permanent full-time, permanent part-time and temporary employees, respectively.

These forms are submitted at the National and Provincial level **only**, where applicable. Form 3 is not submitted at the CMA (Census Metropolitan Area) level.

Please refer to **Appendix I** (Schedule II) of this Guideline for a listing of the 14 Occupational Groups and Unit Groups.

Please refer to **Appendix I** of this Guideline for a listing of the 14 Occupational Groups and individual Occupational Unit Groups (NOC).

One Salary Range is made up of four Salary Quarters. Employees are assigned to Salary Quarters to best reflect their distribution within a given Salary Range.

A Salary Range is a pre-determined salary limit used to mask actual salaries and maintain confidentiality.

**Appendix J** (Schedule VII) of this Guideline lists the Salary Ranges outlined in Schedule



VIII.

**Step 1) Employers must match occupations in their own workforce with one of the 14 pre-defined Occupational Groups set out in Appendix I.**

Employers are required to report employees according to the 14 Occupational Groups listed in Column I of Schedule II of the *Regulations* (**Appendix I**). To properly classify employees, employers must first choose the 4-digit Occupational Unit Group to which the employees belong. Once employees are assigned to a particular Unit Group, they may then be listed within one of the 14 greater Occupational Groups.

*Please refer to **Guideline 5: Workforce Analysis** (pages 14-17) for information on coding employees.*

### Occupational Groups: A Case Study

Employees	Job/Duties	Occupational Unit Group	Unit Group #	Occupational Group	Occupational Group #
A, B, C, D, E, F	Typists	Typists and Word Processing Operators	1412	Clerical Personnel	10
G, H, I, J	Long Distance Truck Drivers	Truck Drivers	7411	Semi-Skilled Manual Workers	12
K, L, M, N, O	Cleaners	Light Duty Cleaners and Specialized Cleaners	6661, 6662	Other Sales and Service Personnel	13

**Step 2) Once employees are assigned to Occupational Groups, they must be ranked within four salary quarters for that group according to the salary earned during the reporting period. Note that actual salaries are never reported on Forms 2 and 3.**

*Reminder: In some cases, salaries earned during the reporting period must be annualized. Please refer to **Salary and Annualization**, pages 34-37 of this Guideline.*

### Salary Quarters: A Case Study

Six typists are the only members of the Occupational Group "Clerical Personnel". Their salaries, listed from highest to lowest, are as follows:

**Employee A → \$29,000**

**Employee B → \$27,000**

**Employee C → \$26,500**

**Employee D → \$25,500**

**Employee E → \$24,000**

**Employee F → \$21,000**

**Each Occupational Group contains four quarters. To calculate salary quarters, employers must:**

- 1) Calculate the difference between the lowest and highest salaries;

$$\begin{array}{r} \$29\,000 \\ -\$21\,000 \\ \hline \end{array}$$

\$8 000 difference

- 2) Divide this difference by 4 to obtain the width of each quarter;

$$\frac{\$8\,000}{4} = \$2\,000 \text{ width of each quarter}$$

- 3) Employee F's salary is the lowest. It is therefore the bottom of quarter 1. Add \$2 000 to \$21 000 to obtain the top of quarter 1:

**Quarter 1: \$21 000 to \$23 000**

- 4) Determine the bottom and top of Quarters 2, 3 and 4 by adding \$1 to the top of the preceding quarter to determine the next bottom, and by then adding the width (minus \$1) to determine the next top:

**Quarter**

4 → \$27 001 - \$29 000

3 → \$25 001 - \$27 000

2 → \$23 001 - \$25 000

1 → \$21 000 - \$23 000

- 5) Finally, group the employees into the Salary Quarters according to their salaries;

**Quarter**

4 → Employee A

3 → Employees B, C, and D

2 → Employee E

1 → Employee F

**Quarter 4 always refers to the highest earnings and Quarter 1 to the lowest.**

**NOTE: There should be at least one employee in Quarter 1 and one in Quarter 4. The only possible exception would be if all employees within the same Occupational Group earned the exact same salary. In this case, employees may be grouped in either Quarter 4 or Quarter 1. It is recommended that an explanation be provided in the accompanying narrative report.**

**Step 3) Once the salaries have been properly assigned to Quarters, employers must identify the highest and lowest salaries in the Occupational Group and fit them into pre-determined Salary Ranges.**

**In the example of Clerical Personnel:**

Highest salary is \$29 000

Lowest salary is \$21 000

**In order to protect confidentiality and ensure privacy, actual salaries are not listed on Form 2. Salary Ranges are used to mask them.**

**Schedule VIII of the *Regulations* (Appendix J) lists the Salary Ranges employers must use to mask employees' actual salaries.**

<b>Schedule VIII</b>
\$100,000 and over
\$95,000 - \$99,999
\$90,000 - \$94,999
\$85,000 - \$89,999
\$80,000 - \$84,999
\$75,000 - \$79,999
\$70,000 - \$74,999
\$65,000 - \$69,999
\$60,000 - \$64,999
\$55,000 - \$59,999
\$50,000 - \$54,999
\$45,000 - \$49,999
\$40,000 - \$44,999
\$35,000 - \$39,999
\$30,000 - \$34,999
\$25,000 - \$29,999
\$20,000 - \$24,999
\$15,000 - \$19,999
\$10,000 - \$14,999
\$ 5,000 - \$ 9,999
Under \$5,000

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**Employment Equity Report**

The six employees in Clerical Personnel would appear on Form 2 as follows:

Occupational Group	Top and Bottom of Salary Ranges	Quarter	Total	Men	Women	
Clerical Personnel	\$25,000	4	1	1		→ Employee A
	\$29,999	3	3	2	1	→ Employees B, C, D
<i>(Occupational Group #10)</i>	\$20,000	2	1		1	→ Employee E
	\$24,999	1	1	1		→ Employee F

This method is repeated for all Occupational Groups listing employees.

**Employment Equity Report**

**Note 1)** If an employer employs zero employees in an Occupational Group, the employer may choose to:

- leave sections blank and enclose an explanatory note in the narrative report
- enter “0” in the appropriate spaces
- enter N/A in the appropriate spaces

**Note 2)** If the lowest salary in an Occupational Group is \$100,000 and over, employers are asked to leave the top range blank and indicate “\$100,000 and over” in the bottom range. [*Regulations, s. 26(4)*]

Occupational Group	Salary Ranges	Quarter	Total	Men	Women
<b>Senior Managers</b>		4	3	1	2
		3	2	1	1
(Occupational Group #1)	\$100,000 and over	2	1	1	
		1	2	2	

**Note 3)** If the highest and lowest salaries in an Occupational Group fall into the same Salary Range, the same Range is indicated twice.

For example: Semi-skilled Manual Workers

Highest salary: \$38,000

Lowest salary: \$35,000

Occupational Group	Top and Bottom of Salary Ranges	Quarter	Total	Men	Women
<b>Semi-skilled Manual Workers</b>	\$35,000	4	1	1	0
	\$39,999	3	2	1	1
(Occupational Group #12)	\$35,000 \$39,999	2	0	0	0
		1	1	1	0

## **Salary and Annualization**

According to the *Regulations*, “salary” means remuneration paid for work performed by an employee in the form of salary, wages, commissions, tips, bonuses and piece rate payments, rounded to the nearest dollar, **but does not include overtime wages**. [*Regulations*, s. 2]

There are some circumstances for which permanent full-time and permanent part-time employees’ salaries must be **annualized**, or made to reflect yearly earnings. Annualization is necessary in certain cases where the use of actual salaries would misrepresent occupational earnings and distort the employer’s salary ranges.

*Employers are encouraged to contact their Regional Workplace Equity Officer (see **Appendix D**) with specific cases.*

In general, an employee’s salary should be annualized when the employee has not been available to work the full reporting year or has been hired or promoted part way through the reporting year.

**The following table illustrates when employers should and should not annualize salaries.**



<u>Do Not Annualize Salary</u> in the case of:	<u>Annualize Salary</u> in the case of:
<ul style="list-style-type: none"> <li>• temporary employees</li> <li>• seasonal employees who have worked a complete season</li> <li>• employees who are temporarily laid off</li> <li>• employees recalled in accordance with a collective agreement part way through the reporting year</li> <li>• strike</li> <li>• permanent part-time employees working part of the year as a full-time employee</li> <li>• acting assignment</li> <li>• new hire with a fluctuating base salary and commission</li> <li>• commission-only salary</li> <li>• employees who experience a change in employment status part way through the year (for example, from temporary to part-time, or part-time to full-time)</li> </ul>	<ul style="list-style-type: none"> <li>• new hires or promotions during the reporting period</li> <li>• seasonal employees who have worked only part of a complete season. <i>For example, if an employee works for only four months of a six month season, the salary must be calculated to reflect earnings of six months.</i></li> <li>• unpaid leave of absence granted at the request of the employee, including parental leave, personal leave or educational leave , for employees who returned to work on or before December 31<sup>st</sup> <i>*see Note below</i></li> <li>• new hire with a salary including commission; add salary and commission and annualize total</li> <li>• new hire with a steady base salary and commission; annualize only the base salary and then add the commission</li> <li>• transferred employees as a result of a corporate transaction; employees are considered new hires</li> </ul>

**Note:** Employers are **not** to annualize the salaries of employees on leave of absence who retain their salary or who receive income replacement benefits from the employer. Example: an employee working from January 1<sup>st</sup> to May 30<sup>th</sup> is granted a leave of absence; the employee then receives income replacement benefits from June 1<sup>st</sup> to December 31<sup>st</sup>. The employee's salary is **not annualized**, but is instead recorded according to the sum of the salary earned and the income replacement benefits received.

The following case studies indicate how and when annualized salaries are calculated.

**Note:** These employees would be assigned to a Salary Quarter according to their annualized salaries.

**Salary Annualization: Case Study #1**

A Truck Driver earns \$1,592 bi-weekly and was absent for three months of **unpaid personal leave**. Since the pay is bi-weekly, the company has 26 pay periods per year.

Pay periods worked: 26 minus 7 (approximately 3 months' worth) = 19

**Actual Salary:**

Pay Periods Worked		Salary per Period		Actual Salary
19	X	\$1,592	=	<b>\$30,248</b>

**Annualized Salary:**

Pay Periods per Year		Salary per Period		Annualized Salary
26	X	\$1,592	=	<b>\$41,392</b>

**In this case, \$41,392 is reported to best reflect the employee's yearly earnings.**

**Salary Annualization: Case Study #2**

A Ticket Agent is **hired** on June 1<sup>st</sup> of the reporting year and earns \$463.00 per week. Since the pay is weekly, the company has 52 pay periods per year.

Pay periods worked: 52 minus 21(from January to June) = 31

**Actual Salary:**

Pay Periods Worked		Salary per Period		Actual Salary
31	X	\$463	=	\$14,353

**Annualized Salary:**

Pay Periods per Year		Salary per Period		Annualized Salary
52	X	\$463	=	\$24,076

**In this case, \$24,076 is reported to best reflect the employee's yearly earnings.**

**Salary Annualization: Case Study #3**

A Record Clerk is **promoted** to a Loan Officer position on October 1<sup>st</sup> of the reporting year and now earns \$1378 bi-weekly. Since the pay is bi-weekly, the company has 26 pay periods per year.

Pay periods worked **following promotion**: 26 minus 19 (from January to October)  
= 7

**Actual Salary:**

Pay Periods Worked		Salary per Period		Actual Salary
7	X	\$1378	=	\$9, 646

**Annualized Salary:**

Pay Periods per Year		Salary per Period		Annualized Salary
26	X	\$1378	=	\$35,828

**In this case, \$35,828 is reported to best reflect the employee's yearly earnings.**

## FORM 3: SALARY SUMMARY

This Form is designed to collect data on the representation of all employees and Members of Designated Groups according to pre-determined salary ranges.

**Reminder:** Form 3 includes Forms 3A, 3B and 3C (when applicable) and captures information on permanent full-time, permanent part-time and temporary employees, respectively.

These forms are submitted at the National, Provincial and CMA (Census Metropolitan Area) levels when applicable.

These salary ranges are already printed on the forms, and are different from those listed in Schedule VIII and found on Form 2. The salary ranges also vary between Forms 3A, 3B and 3C, since differences in earnings are to be expected between the three Employment Status Groups.

**Employers must use the same salary information collected to complete Form 2 and Form 3; non-annualized or annualized salaries.**

**Note:** Totals at the bottom of Form 3 must match the totals at the bottom of Form 2 as both forms report on exactly the same employees. These numbers must also match boxes 14 and 15 on Form 1.

Please refer to **Appendix K: Report Checklist**.

### **Salary Summary: A Case Study**

Some of Company X's employees are Sales Workers. Their salaries are as follows:

<b>Men</b>	<b>Salaries</b>	<b>Women</b>	<b>Salaries</b>
A	\$23,580	B	\$39,000
C	\$30,000	D	\$25,000
E	\$17,600	F	\$19,500
G	\$28,000	H	\$22,800
I	\$38,000	J	\$21,000
K	\$15,800	L	\$33,000
M	\$23,000	N	\$16,000
O	\$18,400	P	\$29,000

**Employment Equity Report**

SALARY RANGES	ALL EMPLOYEES		
	Total Number Col.1	Men Col.2	Women Col.3
Under \$15,000			
\$15,000 - \$19,999	5	3	2
\$20,000 - \$24,999	4	2	2
\$25,000 - \$29,999	3	1	2
\$30,000 - \$34,999	2	1	1
\$35,000 - \$39,999	2	1	1
\$40,000 - \$44,999			
\$45,000 - \$49,999			
\$50,000 - \$59,999			
\$60,000 - \$69,999			
\$70,000 - \$84,999			
\$85,000 - 99,999			
\$100,000 and over			
<b>TOTAL NUMBER OF EMPLOYEES</b>	<b>16</b>	<b>8</b>	<b>8</b>

- Employees E, F, K, N, O
- Employees A, H, J, M
- Employees D, G, P
- Employees C, L
- Employees I, B

## FORM 4: EMPLOYEES HIRED

Section 2 of the *Regulations* defines “hire” for private sector employees as “engaged by the employer”.

**Reminder:** Form 4 includes Forms 4A and 4B (when applicable) and captures information on permanent full-time and permanent part-time respectively.

Form 4 records the total number of employees hired during the reporting period as well as the occupational distribution by Designated Group of these new employees.

These forms are submitted at the National and Provincial levels **only**. **Form 4 is not submitted at the CMA (Census Metropolitan Area) level.**

**Note:** Hires are recorded in the geographic location in which they took place, despite the employee’s location on December 31<sup>st</sup>. For example, an employee hired in Saskatchewan in June but employed in Ontario on December 31<sup>st</sup> is counted as a hire in Saskatchewan (Form 4) but an employee in Ontario (Form 2).

## Corporate Transactions

In the case of a merger or corporate transaction involving the transfer of employees from one company to another, **employees are to be counted as hires by the company to which they transferred.**

Please refer to page 45 of this Guideline for information regarding the effect of corporate transactions on **terminations**.

Employers are encouraged to contact their Regional Workplace Equity Officer (see **Appendix D**) with specific inquiries.

## Temporary Lay-offs

Employees recalled to work in accordance with a specific collective agreement after a temporary lay-off period are **not** to be recorded as new hires.

## Changes in Employment Status

During the reporting year, some employees may experience changes in employment status. For example, some temporary employees may become permanent part-

time employees, or some permanent part-time employees may become permanent full-time employees and vice-versa. Employees who experience a change in employment status are **not** to be recorded as new hires.

For example, a typist working part-time is awarded more hours per week than normally worked, altering the employment status from part-time to full-time. This employee is **not** to be recorded as a **hire**.

## **Changes in National Occupational Classification (NOC) Coding**

During the reporting year, some employees may be moved from one NOC Unit Group to another NOC Unit Group. A change in NOC coding does **not** constitute a new hire.

**Exception:** Employees moved from one NOC Unit Group to another NOC Unit Group due to a corporate transaction are counted as new hires by the company to which they transferred.

## **Extended and Renewed Contracts**

Employees whose employment contracts have been extended or renewed must **not** be recorded as new hires.



## FORM 5: EMPLOYEES PROMOTED

According to Section 2 of the *Regulations*, “promoted” means an employee has **permanently** moved from one position or job in the employer’s organization to another position or job that:

I. has a higher salary or a higher salary range than the salary or salary range of the position or job previously held by the employee, and

II. ranks higher in the organizational hierarchy of the employer, and

includes a reclassification of the employee’s position or job where the reclassified position or job meets points I and II.

**Note: Promotions are recorded in the geographic location in which they took place**, despite the employee’s location on December 31<sup>st</sup>. For example, an employee promoted in Saskatchewan in June but employed in Ontario on December 31<sup>st</sup> is counted as a promotion in Saskatchewan (Form 5) but an employee in Ontario (Form 2).

### Form 5 reports two totals:

I. the total number of employees promoted or who have changed Occupational Groups as a result of having been promoted; and

II. the total number of promotions

**Note:** It is possible that these two totals may be different. The total number of employees promoted is a count of the number of people who were promoted. The total number of promotions indicates the total number of transactions; this number may be greater since *some employees may have been promoted more than once during the reporting period*.

**Reminder:** Form 5 includes Forms 5A and 5B (when applicable) and captures information on permanent full-time and permanent part-time respectively.

These forms are submitted at the National and Provincial levels **only**.

**Form 5 is not submitted at the Census Metropolitan Area (CMA) level.**

**When employees are promoted more than once during the reporting period, they are to be reported in the last Occupational Group to which they were promoted.**

Employers may asterisk (\*) boxes where such employees are listed.

## **Temporary Acting Positions**

A **temporary** acting position does not meet the definition provided in the *Regulations* and does **not** constitute a promotion.

*To be considered promoted, employees must have **permanently** moved from one position or job in the employer's organization to another.*

## **Changes in Employment Status**

A change in employment status does **not** necessarily constitute a promotion.

For example, a welder working part-time is awarded more hours per week than normally worked, altering the employment status from part-time to full-time. Despite making more money for additional hours worked, the employee did not earn a higher salary and did not move up the company's organizational hierarchy. The welder in this example, therefore, should **not** be recorded as having been promoted.

## **Changes in National Occupational Classification (NOC) Coding**

A change in NOC coding does not necessarily constitute a promotion.

For example, if an employee's job description is updated and the employee is consequently moved from one NOC Unit Group to another NOC Unit Group, the employee may not necessarily be counted as a promotion. In order to be recorded as a promotion on Form 5, this employee must still fulfill the criteria for promotion listed above.

## FORM 6: EMPLOYEES TERMINATED

Section 2 of the *Regulations* defines “terminated” as retired, resigned, laid off, dismissed, or otherwise having ceased to be an employee, **but does not include laid off temporarily or absent by reason of illness, injury or a labour dispute.**

Form 6 records data on employees whose employment was terminated. These employees are recorded in the Occupational Group to which they were last assigned.

**Reminder:** Form 6 includes Forms **6A and 6B** (when applicable) and captures information on permanent full-time and permanent part-time respectively.

These forms are submitted at the National and Provincial levels **only**. **Form 6 is not submitted at the Census Metropolitan Area (CMA) level.**

### Temporary Employees

Completion of an employment contract must **not** be recorded as a termination. A temporary employee may only be considered terminated if the employee left before their specified termination date.

### Corporate Transactions

In the case of a merger or corporate transaction involving the transfer of employees from one company to another, **employees are to be counted as terminated by the company from which they transferred.**

Please refer to page 41 of this Guideline for information regarding the effect of corporate transactions on **hires**.

### Changes in Employment Status

For example, a ticket agent working part-time is awarded more hours per week than normally worked, altering the employment status from part-time to full-time. This employee is **not** to be recorded as a part-time termination.

### Changes in National Occupational Classification (NOC) Coding

During the reporting year, some employees may be moved from one NOC Unit Group to another NOC Unit Group. A

change in NOC coding does **not** constitute a termination.

For example, employees moved from one NOC Unit Group to another NOC Unit Group are not to be counted as terminated in the Unit Group from which they moved.

**Exception:** Employees moved from one NOC Unit Group to another NOC Unit Group due to a corporate transaction are counted as terminated by the company from which they transferred.

## **VERIFICATION**

Employers are encouraged to review their Employment Equity Reports prior to submission. The Labour Standards and Workplace Equity Program verifies reports for internal consistency in order to ensure data integrity upon publication. Should any internal discrepancies arise, or should there exist unusual year to year variations that are not accounted for in the narrative report, the employer will be contacted either for an amendment or for additional clarification.

**Appendices K (Report Checklist) and L (Year to Year Variations)** are provided to help eliminate the need for amendments following submission of the report.

## **PART C: INFORMATION DOCUMENTS**

This section includes a variety of reference materials for employers filing Employment Equity Reports. Employers are encouraged to consult these documents with any questions they may have in order to help them file accurate reports. Employers may contact their Regional Workplace Equity Officer (see **Appendix D**) for further advice or information.

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### **APPENDIX A**

#### **Sample Narrative Report**

The narrative report is an essential part of reporting. Employers are allowed the opportunity to qualify their data, to describe those measures they have found to be most successful, and identify areas in need of improvement.

The following sample report is a composite of three comprehensive narrative reports submitted by actual employers. The portions of the narrative report required under the legislation are noted with an asterix (\*). Employers are encouraged to include additional information, such as the examples outline below, or related information particular to the individual employer. The more comprehensive the information provided, the more accurate the perception of the employer's progress. The narrative report is an excellent forum for employers to show how far they have come and where they would like to go in the future.

**The following extracts have been reprinted with permission of N. Yanke Transfer Ltd, Rogers Broadcasting Limited, Saskatchewan Wheat Pool and the Bank of Montreal.**

#### **I. General Overview**

"N. Yanke Transfer Ltd is a full truckload motor carrier based in Saskatoon, SK. In 1996, the corporation undertook a fundamental restructuring of its operations which resulted in reductions in all its terminals—located in Vancouver, Edmonton, Calgary, Saskatoon, Winnipeg, Mississauga and Pointe Claire—to accommodate centralization of operational activities to Head Office. As well, originally centralized business processes—and in particular management reporting and sales strategies—were divisionalized to allow now separate business units offering specialized transportation services the opportunity to respond more effectively to their target markets.

Also notable for 1996 was the corporation's shift in its customer base. One major

customer with volumes representing a fair proportion of corporate revenues was replaced over the year by a number of others who, in the end, offered improved revenues and opportunities for growth.

These changes had a large impact on staffing. The restructuring/centralization of operations created job losses within the terminals—as transfers offered were declined by existing employees, usually for family reasons—while creating job opportunities within the Head Office. As well, the shift from one large customer to a number of alternates caused a reduction in the Professional Transport Operators group at the start of the year—all through attrition and redistribution of the workforce—with progressive increases in those numbers throughout the year as new business was started.” –*N. Yanke Transfer Ltd*

## **II. Quantitative Information**

“A review of the flow data for the Rogers Broadcasting employment equity report for 1996 (978 employees) as compared to the 1995 report (889 employees) indicates that there are 53 employees being reported that are not accounted for in the number of employees hired.

These differences are accounted for either through part-time employees being transferred to full-time employment, or temporary employees being transferred to part-time or full-time employment. This is because employees whose employment status changes during the course of the year are not treated as either promotions or terminations.” –*Rogers Broadcasting Limited*

## **III. Qualitative Measures\***

**(results\* achieved are highlighted in bold text)**

### *Communications*

“RBL communicates its equity philosophy and new initiatives to managers and employees on an ongoing basis. In 1996, in addition to communication through the Equity Advisory Committee and the Employee Opinion Survey described in the next section, all managers were provided with an update on the following information:

- RBL’s equity philosophy
- The 1995 Annual Report Executive Summary
- Summary of workforce representation and availability data
- Mandate of the Equity Advisory Committee”

–*Rogers Broadcasting Limited*

“Saskatchewan Wheat Pool continues to make presentations at educational institution[s] and outreach agencies. Specifically encouraging Aboriginal [peoples], visible minorities and persons with disabilities and female students to consider careers in Computer Science as well as in other non-traditional occupations such as the customer service representative and agricultural positions in the Country Services Division where Saskatchewan Wheat Pool usually demands workers.”

*–Saskatchewan Wheat Pool*

### *Equity Environment*

“The Bank continues to offer a variety of courses to help the Bank create an equitable and supportive work environment. Such courses include “Women and Men as Colleagues” and “Attitudes and Protocol: Working with People with Disabilities”.

In addition, there is an on-going commitment to incorporate equity and diversity issues into core training programs and courses. In 1996, for example, Bank of Montreal developed its “Career Bridge” course. A key message delivered throughout this course is that the Bank is enriched by welcoming and valuing the diversity in its workforce and in the community it serves. Independent consultants are hired from time to time to help the Bank ensure that its courses are free from gender and cultural bias, and fully accessible to employees with disabilities.

In 1996, over 800 managers received training in the use of Behaviour Focused Interviewing (BFI), a structured, objective and competencies-based approach to interviewing which ensures a fair, equitable and consistent selection process. Over 1700 managers ranging from mid-management level to senior executives have been trained in the use of BFI since its introduction by the Bank in 1992...” *–Bank of Montreal*

### *Employment Systems*

“Rogers Broadcasting continues to monitor and review its policies and procedures from time to time to ensure the objectives set in the Rogers Broadcasting Equity Plan are met. **This review resulted in a number of changes to established Rogers policies in the area of human resource management. New (or revised) company policies were developed with respect to diversity management, harassment, hiring, employee benefits, and termination practices, which are currently pending executive approval.**

Each new employee receives a copy of our employee benefit and policy handbook which clearly states our harassment policies and procedures. Our harassment policy is also clearly posted at each of our locations...” *—Rogers Broadcasting Limited*

### *Initiatives for Designated Groups*

#### **Recruitment**

“As outlined, recruitment of Professional Transport Operators was slow in the early months of 1996, with more emphasis being placed on the re-allocation of Operators to different equipment, customers and/or lanes and schedules. **Though there was an increase in representation of visible minorities in this personnel group—particularly in the Toronto area—this shift occurred mainly among our**



**Lease/Operators, who numbered approximately 40% of the driving force in that year but who were not included in the statistical report by virtue of their status as independent businesses.**

**As well, the corporation showed good progress in its hiring and promotion of women as Professional Transport Operators. Of a total 241 Company Operators, 31 were women, representing 12% of that workforce.** In an industry where women represent an average of 1% of the driving workforce, N. Yanke Transfer Ltd is proud of its record and continues its efforts to support growth in this area.”—*N. Yanke Transfer Ltd*

### **Training and Development**

”...In November 1996 approximately 40 managers attended the first bi-annual Rogers Broadcasting Leadership College which provided training in RBL leadership philosophy, policies and procedures. The next leadership college will be held in July of 1998, and thereafter every second year.

The new Program Director Understudy Program was established in 1996. The two-year program trains RBL employees who wish to become Radio Program Directors using regular training sessions, mentoring and job shadowing. **A total of 18 applications were received (4 from women, 14 from men) across the company, and of the four candidates selected, 2 are women.**

All managers at RBL have attended a full day workshop on Diversity Awareness. In 1996, newly hired employees attended a half-day workshop on Diversity Awareness. All new employees attend this workshop within their first year of employment.”—*Rogers Broadcasting Limited*

### **Promotion**

“Seventy-four Professional Transport Operators were promoted in 1996. Of these, sixty-five received wage increases to reflect the length of service and the concurrent experience gained. The nine others were appointed Trainers in the corporate training program started in March of that year, in recognition of their good performance. Trainers benefit from a guaranteed annual income and a regular schedule with pre-determined time off.

As regards non-driving personnel, a review of internal candidates' performance appraisals was given increased emphasis in 1996, as a means of increasing the focus on job-related issues as the main criteria for promotion. **As well, the corporation's internal posting policy—which guarantees a formal interview to every employee applying for a position—proved effective in providing all applicants equal opportunity to compete for job openings. An indicator of this success was the transfer of women from administrative functions to less traditional operational functions, as a result of internal competitions.**

In total, 64 office and maintenance employees were promoted or transferred to new positions in 1996, and of these 24 were women.”—*N. Yanke Transfer Ltd*

### **Retention and Termination**

“We continue to monitor our termination rates for all employees, to ensure there are no systemic issues reflected in the proportional number of terminations in each of the designated groups.”—*Rogers Broadcasting Limited*

### **Reasonable Accommodation**

“All terminals were renovated, including the addition or improvement of facilities for women Operators where necessary. As well, the introduction of a physicians’ network to undertake the medical examination of prospective Operators for the corporations included instructions specific to creating safe environments for women being examined by physicians unknown to them. Finally, a buddy system was implemented to support individuals from linguistic and other minorities who wished to be employed as Professional Transport Operators. This system allowed new recruits to be paired with seasoned PTOs until such time as they gained a level of comfort and confidence in the application of corporate policies, procedures and paperwork.”—*N. Yanke Transfer Ltd*

“We continue to provide accommodations to staff members such as interpretive services for staff training, accommodations related to visual disabilities, modified work to injured workers and pregnant women and having staff work at home after surgery. **Based on their qualifications staff with allergies or other physical disabilities have been accommodated into various positions such as clerks, marketing representatives, or other available openings.**”—*Saskatchewan Wheat Pool*

“...The services of community agencies are used to identify the best solutions for individual employees requesting accommodations, particularly where equipment is to be provided. Work schedules are also adjusted to provide variable start times where circumstances warrant, and modified work weeks are provided for users of WheelTrans, and where appropriate, for working mothers. Rogers Broadcasting also provides a maternity supplementary unemployment insurance plan to all women and guarantees they will receive 55% of their salary while they are on maternity leave.

Rogers Broadcasting has conducted extensive system reviews and facilities audits to ensure that employment or physical barriers that would either systematically or overtly deny equal employment opportunities to any individual do not exist.

In keeping with its commitment to identify and eliminate physical barriers in the workplace, in 1996 the Equity Advisory Committee re-examined the issue of access for persons with disabilities at The Shopping Channel location, specifically parking. **This resulted in an increase in the number of designated parking spaces.**”

—*Rogers Broadcasting Limited*

## **IV. Constraints**

While the above companies did not identify constraints in their narrative reports, employers are invited to describe any limitations that may have affected their ability to implement initiatives for designated group members. Such constraints could include, but are not limited to, the availability of designated group members, the geographical situation of the employer, problems related to self-identification, and legal or technical requirements.

## **V. Consultations with Employee Representatives\***

“Bank of Montreal actively solicits feedback from its employees on an on-going basis. Several mechanisms are used to capture employees’ attitudes and opinions on various issues related to employment equity and diversity. This feedback plays a critical role in the Bank’s culture change process. It enables the Bank to measure progress, establish goals, and fine-tune its Workplace Equity initiative.

One of the mechanisms used to monitor the attitudes of its employees is the Employee Opinion Survey. This survey, which covers a broad range of issues, is administered to approximately 3,000 to 10,000 employees on a quarterly basis. Results to date indicate that the Bank is continuing to make excellent progress toward creating an equitable workforce. The Bank’s employees increasingly feel that they are treated equitably and that the workplace is supportive of diversity. For instance, the majority of employees agree that “people of diverse backgrounds find it easy to fit in and contribute fully at the Bank”. Further, in 1996 there was a stronger sense among employees that they could advance regardless of race, colour and disability.

Another important means for capturing feedback from employees is the Bank’s network of Workplace Equality Coordinators and its Divisional Advisory Councils. These groups hold conference calls on a monthly or bimonthly basis to share information and discuss key issues/concerns facing the Bank with respect to the implementation of workplace equality. Findings and recommendations are summarized and presented to the Bank’s National Advisory Council on the Equitable Workplace.”—*Bank of Montreal*

“Union and management [representatives] continue to discuss creative [methods] to employ designated group members such as the customer service representative training program for designated group members and lengthening employee’s work assignments at head office to provide them with work experience.”—*Saskatchewan Wheat Pool*

## **VI. Future Strategies**

“1996 also marked the planning phase for a new program in Quebec designed to

train people with disabilities for careers in the financial services sector. This apprenticeship-style program, which was developed by the Bank in co-operation with the Paraplegic Association of Quebec, the provincial and federal governments, and a community college in Montreal, will be implemented in 1997”—*Bank of Montreal*

“RBL looks forward to continuing with the development of a number of important equity initiatives in 1997 including the completion of its corporate video, and support for the new Aboriginal Media program which is being launched in 1997 by the First Nations Technical Institute.”—*Rogers Broadcasting Limited*

## **APPENDIX B**

### **Consolidated Reporting Eligibility Requirements**

Employers must submit a formal written request for consolidated reporting to the Director, Labour Standards and Workplace Equity Program for consideration. An employer must meet several criteria to be considered eligible for the consolidated reporting option.

**Employers are invited to submit their written request for consolidated reporting to:**

Labour Standards and Workplace Equity  
Operations Labour Branch  
Department of Human Resources Development  
Place du Portage, Phase II  
165 Hôtel de Ville  
Hull, Quebec  
K1A 0J2

To be considered for the consolidated reporting provision, employers must first meet two essential requirements:

- 1) each separate legal entity must employ 100 or more employees
- 2) each separate legal entity must be federally regulated

**Should an employer meet these requirements and choose to submit an application for consolidated reporting, the written request must include detailed descriptions of:**

- the business operations of the companies in question
- the nature/type of services offered by each entity, including areas or fields of activity
- the relationship between the various areas or fields of activity
- legal status (licensed, incorporated, registered, certified, etc.)
- the legal relationship between the companies in question
- the organizational structure of each entity
- the parties responsible for the hiring, promotion and termination of staff for the companies in question

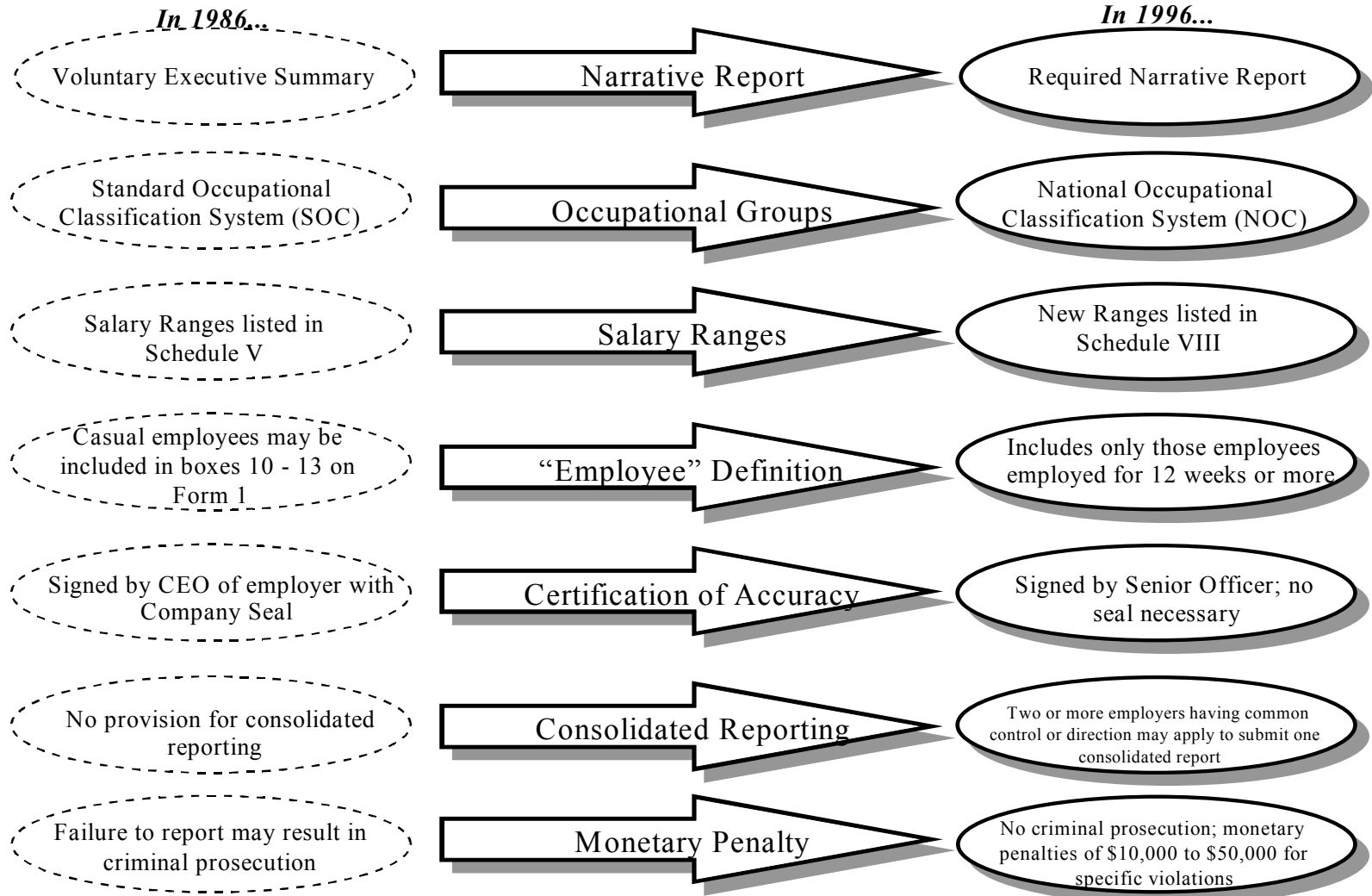
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### ***Employment Equity Report***

- the parties responsible for payroll and benefits (in the case of employee transfers, do employees retain benefits, seniority, etc.?)
- the policies developed for each legal entity; the consistency or differences of policies and practices between entities
- the centralization or decentralization of human resource functions, including employment equity
- the extent to which the companies in question share facilities, equipment or information systems
- the extent to which the companies in question share management and personnel
- the extent to which the operations of the companies in question are integrated
- the existence of workforce unions; do the companies in question maintain separate unions and collective agreements or is there a global collective agreement?

## APPENDIX C

### Changes in Reporting Requirements Effected by the New *Employment Equity Act*



## APPENDIX D

### Regional Workplace Equity Officer Contact List

#### **Newfoundland**

**Helen Gosine**  
Workplace Equity Officer  
277 Water Street  
P.O. Box 8548  
St. John's, Newfoundland  
A1C 3P3  
(709) 772-4656  
Fax: (709) 772-5985

#### **Nova Scotia**

**Rick Sider**  
Workplace Equity Officer  
Metropolitan Place  
99 Wyse Road  
P.O. Box 1350  
Dartmouth, Nova Scotia  
B2Y 4B9  
(902) 426-1764  
Fax: (902) 426-1390

#### **New Brunswick/P.E.I.**

**Mary Farrell**  
Workplace Equity Officer  
615 Prospect Street West  
P.O. Box 2600  
Fredericton, New Brunswick  
E3B 5V6  
(506) 452-3779  
Fax: (506) 452-3134

#### **Quebec**

**Jacinthe Brunet**  
**Guy Delisle**  
**Muriel Ménard**  
Workplace Equity Officers  
715 Peel Street, 4<sup>th</sup> Floor  
Montreal, Quebec  
H3C 4H6  
(514) 283-8407  
(514) 496-1608  
(514) 283-2270  
Fax: (514) 283-5748

#### **Ontario**

**Lindsay Beattie**  
**Janet Pugsley**  
**Veronica Rodwell-Simon**  
**Theresa McElhone-Stevack**  
**Joy Rawlins**  
Workplace Equity Officers  
4900 Yonge Street  
Suite 200  
North York, Ontario  
M2N 6A8  
(416) 954-7194  
Fax: (416) 954-7201

#### **Manitoba**

**Sandra Hrychuk**  
Workplace Equity Officer  
Paris Building  
600 - 259 Portage Ave.  
Winnipeg, Manitoba  
R3B 3L4  
(204) 983-4547  
Fax:(204)983-2117

#### **Saskatchewan**

**Ken Taylor**  
Workplace Equity Officer  
1870 Albert Street, 3rd Floor  
Regina, Saskatchewan  
S4P 4B7  
(306) 780-5015  
Fax: (306) 780-5415

**Judy Buckley**  
Workplace Equity Officer  
HRDC  
Room 100  
101 - 22 St. E.  
Saskatoon, Saskatchewan  
S7K 0E2  
(306)975-5559

#### **Alberta/NWT**

#### **Brenda Noland**

Workplace Equity Officer  
Canada Place  
9700 Jasper Avenue  
Edmonton, Alberta  
T5J 4C1  
(403) 495-5643  
Fax: (403) 495-2998

#### **British Columbia/Yukon**

**Joanne Ursino**  
Labour Program  
Workplace Equity Officer  
Suite 1400  
300 West Georgia Street  
Vancouver, British Columbia  
V6B 6G3  
(604) 666-6569  
Fax:(604)666-6206



## **APPENDIX E**

### **Schedule VI: Sample Forms**

Schedule VI of the *Regulations* prescribes Forms 1 to 6 for reporting. These forms are located in a separate document and can be downloaded from the Employment Equity Guidelines Download page. You can go directly there by typing the following address in the location area on your Internet Browser:

<http://info.load-otea.hrdc-drhc.gc.ca/~weeweb/eeact/downlen.htm>

**Note: The download option for Appendix E is located directly below the download option for Guideline 11.**

Employers using report-generating software (other than the Employment Equity Computerized Reporting System (EECRS)) are reminded to respect the prescribed format of the provided forms. Questions regarding format compatibility may be directed to the EECRS ♦ hotline at (819) 953-7510.

## **APPENDIX F**

### **Form 1 Diagram**

The following diagram is provided to help employers record their employees correctly. This visual tool is intended to supplement pages 16 to 26 of this Guideline.

# Employment Equity Report

Human Resources Development / Ressources humaines Canada

SCHEDULE VI / ANNEXE VI  
 (Subsection 14(1) / paragraphe 14(1))  
 EMPLOYMENT EQUITY: EMPLOYER IDENTIFICATION, REPORT SUMMARY AND CERTIFICATION OF ACCURACY  
 ÉQUITÉ EN MATIÈRE D'EMPLOI : IDENTIFICATION DE L'EMPLOYEUR, SOMMAIRE DU RAPPORT ET ATTESTATION D'EXACTITUDE

Form / Formulaire 1

IDENTIFICATION INDUSTRIELLE	NAME OF EMPLOYER NOM DE L'EMPLOYEUR	1	FULL LEGAL NAME - NOM LÉGAL AU COMPLET	2	COMMON OR BUSINESS NAME - NOM USUEL OU COMMERCIAL	3	NAME OF OFFICER RESPONSIBLE FOR EMPLOYMENT EQUITY - NOM DE L'OFFICIER EN MATIÈRE D'ÉQUITÉ
	ADDRESS ADRESSE	3	ADDRESS OF PRINCIPAL PLACE OF BUSINESS - ADRESSE DU PRINCIPAL ÉTABLISSEMENT	4	MAILING ADDRESS - ADRESSE POSTALE	5	POSITION TITLE - TITRE OU FONCTION
SOMMAIRE RELAÏVE À L'INDUSTRIE	OFFICERS AGENTS	6	NAME OF CHIEF EXECUTIVE OFFICER OF EMPLOYER - NOM DU PRÉSIDENT DIRIGEANT DE L'ENTREPRISE	7	NAME OF OFFICER RESPONSIBLE FOR EMPLOYMENT EQUITY - NOM DE L'OFFICIER EN MATIÈRE D'ÉQUITÉ	8	PROVINCES / PROVINCES
	POSITION FONCTION	9	POSITION TITLE - TITRE OU FONCTION	10	INDICATE NUMBER OF EMPLOYEES LOCATED IN EACH AREA (INDIQUER LE NOMBRE DE SALARIÉS DANS CHAQUE SECTEUR)	11	ONT. - ONT. QUEBEC - Q.C. N.B. - N.-É. P.E.I. - P.-É. S.B. - N.-B.
	INDUSTRIAL SECTOR(S) BRANCHES(D) D'ACTIVITÉ	12	INDUSTRIAL SECTOR 1 - SECTEUR 1 INDUSTRIAL SECTOR 2 - SECTEUR 2 INDUSTRIAL SECTOR 3 - SECTEUR 3 INDUSTRIAL SECTOR 4 - SECTEUR 4	13	NO. OF EMPLOYEES NOMBRE DE SALARIÉS	14	ALTA. - ALB. Nfld. - N.-F. Y.T. - Y.T.K. N.W.T. - T.N.-O.
	EMPLOYMENT STATUS CATEGORIES DE SALAIRES	15	NUMBER OF PERMANENT FULL-TIME EMPLOYEES - NOMBRE DE SALARIÉS PERMANENTS À TEMPS PLEIN NUMBER OF PERMANENT PART-TIME EMPLOYEES - NOMBRE DE SALARIÉS PERMANENTS À TEMPS PARTIEL NUMBER OF TEMPORARY EMPLOYEES - NOMBRE DE SALARIÉS TEMPORAIRES	16	NO. OF EMPLOYEES NOMBRE DE SALARIÉS	17	TOTAL EMPLOYEES IN CANADA NOMBRE TOTAL DE SALARIÉS AU CANADA
CERTIFICATION ATTESTATION D'EXACTITUDE	CERTIFICATION OF ACCURACY ATTESTATION D'EXACTITUDE	18	AS OF DEC. 31	19	AS OF DEC. 31	20	AS OF DEC. 31
		21	DATE	22	DATE	23	DATE

NOTE: SEE INSTRUCTIONS TO COMPLETE ALL FORMS.  
 NOTÉ: VOIR INSTRUCTIONS POUR REMPLIR TOUS LES FORMULAIRES.

20% of workforce? C forms required

1000+? Forms 2-6 required

Any CMA over 100? Forms 2 and 3 required

Any province over 100? Forms 2-6 required

Box 14 AS OF DEC. 31

Box 15 AS OF DEC. 31

Box 16 PEAK PERIOD for temps

Box 17 PEAK PERIOD

Box 18 PEAK PERIOD

Box 19 SUM OF BOXES 10, 11, 12, 13

## APPENDIX G

### Schedule VII: Standard Industrial Classification (SIC)

	Column I		Column II
Item	Industrial Classification		Industrial Group Description
1.	AGRICULTURAL AND RELATED SERVICE INDUSTRIES	(1) Agricultural Industries	(a) Livestock Farms (except Animal Specialities) (b) Other Animal Specialty Farms (c) Field Crop Farms (d) Field Crop Combination Farms (e) Fruit and Other Vegetable Farms (f) Horticultural Specialties (g) Livestock, Field Crop and Horticultural Combination Farms
		(2) Service Industries Incidental to Agriculture	(a) Services Incidental to Livestock and Animal Specialities (b) Services Incidental to Agricultural Crops (c) Other Services Incidental to Agriculture
2.	FISHING AND TRAPPING INDUSTRIES	(1) Fishing and Trapping Industries	(a) Fishing Industries (b) Services Incidental to Fishing (c) Trapping
3.	LOGGING AND FORESTRY INDUSTRIES	(1) Logging Industry	(a) Logging Industry
		(2) Forestry Services	(a) Forestry Services Industry
4.	MINING (INCLUDING MILLING), QUARRYING AND OIL WELL INDUSTRIES	(1) Mining Industries	(a) Metal Mines (b) Non-Metal Mines (except Coal) (c) Coal Mines
		(2) Crude Petroleum and Natural Gas Industries	(a) Crude Petroleum and Natural Gas Industries
		(3) Quarry and Sand Pit Industries	(a) Stone Quarries (b) Sand and Gravel Pits
		(4) Service Industries Incidental to Mineral Extraction	(a) Service Industries Incidental to Crude Petroleum and Natural Gas (b) Service Industries Incidental to Mining
5.	MANUFACTURING INDUSTRIES	(1) Food Industries	(a) Meat and Poultry Products Industries (b) Fish Products Industry (c) Fruit and Vegetable Industries (d) Dairy Products Industries (e) Flour, Prepared Cereal Food and Feed Industries (f) Vegetable Oil Mills (except Corn Oil) (g) Bakery Products Industries (h) Sugar and Sugar Confectionery Industries (i) Other Food Products Industries
		(2) Beverage Industries	(a) Soft Drink Industry (b) Distillery Products Industry (c) Brewery Products Industry (d) Wine Industry

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Item	Column I Industrial Classification	Column II Industrial Group Description
	(3) Tobacco Products Industries	(a) Leaf Tobacco Industry (b) Tobacco Products Industry
	(4) Rubber Products Industries	(a) Tire and Tube Industry (b) Rubber Hose and Belting Industry (c) Other Rubber Products Industries
	(5) Plastic Products Industries	(a) Foamed and Expanded Plastic Products Industry (b) Plastic Pipe and Pipe Fittings Industry (c) Plastic Film and Sheeting Industry (d) Other Plastic Products Industries
	(6) Leather and Allied Products Industries	(a) Leather and Allied Products Industries
	(7) Primary Textile Industries	(a) Man-made and Filament Yarn Industry (b) Spun Yarn and Woven Cloth Industries (c) Broad Knitted Fabric Industry
	(8) Textile Products Industries	(a) Natural Fibres Processing and Felt Products Industry (b) Carpet, Mat and Rug Industry (c) Canvas and Related Products Industry (d) Other Textile Products Industries
	(9) Clothing Industries	(a) Men's and Boys' Clothing Industries (b) Women's Clothing Industries (c) Children's Clothing Industry (d) Other Clothing and Apparel Industries
	(10) Wood Industries	(a) Sawmill, Planing Mill and Shingle Mill Products Industries (b) Veneer and Plywood Industries (c) Sash, Door and Other Millwork Industries (d) Wooden Box and Pallet Industry (e) Coffin and Casket Industry (f) Other Wood Industries
	(11) Furniture and Fixture Industries	(a) Household Furniture Industries (b) Office Furniture Industries (c) Other Furniture and Fixture Industries
	(12) Paper and Allied Products Industries	(a) Pulp and Paper Industries (b) Asphalt Roofing Industry (c) Paper Box and Bag Industries (d) Other Converted Paper Products Industries
	(13) Printing, Publishing and Allied Industries	(a) Commercial Printing Industries (b) Platemaking, Typesetting and Bindery Industry (c) Publishing Industries (d) Combined Publishing and Printing Industries

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Item	Column I Industrial Classification	Column II Industrial Group Description
	(14) Primary Metal Industries	<ul style="list-style-type: none"> <li>(a) Primary Steel Industries</li> <li>(b) Steel Pipe and Tube Industry</li> <li>(c) Iron Foundries</li> <li>(d) Non-Ferrous Metal Smelting and Refining Industries</li> <li>(e) Aluminum Rolling, Casting and Extruding Industry</li> <li>(f) Copper and Copper Alloy Rolling, Casting and Extruding Industry</li> <li>(g) Other Rolled, Cast and Extruded Non-Ferrous Metal Products Industries</li> </ul>
	(15) Fabricated Metal Products Industries (except Machinery and Transportation Equipment Industries)	<ul style="list-style-type: none"> <li>(a) Power Boiler and Heat Exchanger Industry</li> <li>(b) Fabricated Structural Metal Products Industries</li> <li>(c) Ornamental and Architectural Metal Products Industries</li> <li>(d) Stamped, Pressed and Coated Metal Products Industries</li> <li>(e) Wire and Wire Products Industries</li> <li>(f) Hardware, Tool and Cutlery Industries</li> <li>(g) Heating Shop Industry</li> <li>(h) Machine Shop Industry</li> <li>(i) Other Metal Fabricating Industries</li> </ul>
	(16) Machinery Industries (except Electrical Machinery)	<ul style="list-style-type: none"> <li>(a) Agricultural Implement Industry</li> <li>(b) Commercial Refrigeration and Air Conditioning Equipment Industry</li> <li>(c) Other Machinery and Equipment Industries</li> </ul>
	(17) Transportation Equipment Industries	<ul style="list-style-type: none"> <li>(a) Aircraft and Aircraft Parts Industry</li> <li>(b) Motor Vehicle Industry</li> <li>(c) Truck and Bus Body and Trailer Industries</li> <li>(d) Motor Vehicle Parts and Accessories Industries</li> <li>(e) Railroad Rolling Stock Industry</li> <li>(f) Shipbuilding and Repair Industry</li> <li>(g) Boatbuilding and Repair Industry</li> <li>(h) Other Transportation Equipment Industries</li> </ul>
	(18) Electrical and Electronic Products Industries	<ul style="list-style-type: none"> <li>(a) Small Electrical Appliance Industry</li> <li>(b) Major Appliance Industry (Electric and Non-electric)</li> <li>(c) Electric Lighting Industries</li> <li>(d) Record Player, Radio and Television Receiver Industry</li> <li>(e) Communication and Other Electronic Equipment Industries</li> <li>(f) Office, Store and Business Machine Industries</li> <li>(g) Electrical Industrial Equipment Industries</li> <li>(h) Communications and Energy Wire and Cable Industry</li> <li>(i) Other Electrical Products Industries</li> </ul>

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Item	Column I Industrial Classification	Column II Industrial Group Description
	(19) Non-Metallic Mineral Products Industries	<ul style="list-style-type: none"> <li>(a) Clay Products Industries</li> <li>(b) Hydraulic Cement Industry</li> <li>(c) Concrete Products Industries</li> <li>(d) Ready-Mix Concrete Industry</li> <li>(e) Glass and Glass Products Industries</li> <li>(f) Abrasives Industry</li> <li>(g) Lime Industry</li> <li>(h) Other Non-Metallic Mineral Products Industries</li> </ul>
	(20) Refined Petroleum and Coal Products Industries	<ul style="list-style-type: none"> <li>(a) Refined Petroleum Products Industries</li> <li>(b) Other Petroleum and Coal Products Industries</li> </ul>
	(21) Chemical and Chemical Products Industries	<ul style="list-style-type: none"> <li>(a) Industrial Chemical Industries</li> <li>(b) Agricultural Chemical Industries</li> <li>(c) Plastic and Synthetic Resin Industry</li> <li>(d) Pharmaceutical and Medicine Industry</li> <li>(e) Paint and Varnish Industry</li> <li>(f) Soap and Cleaning Compounds Industry</li> <li>(g) Toilet Preparations Industry</li> <li>(h) Other Chemical Products Industries</li> </ul>
	(22) Other Manufacturing Industries	<ul style="list-style-type: none"> <li>(a) Scientific and Professional Equipment Industries</li> <li>(b) Jewellery and Precious Metal Industries</li> <li>(c) Sporting Goods and Toy Industries</li> <li>(d) Sign and Display Industry</li> <li>(e) Other Manufactured Products Industries</li> </ul>
6.	CONSTRUCTION INDUSTRIES	
	(1) Building, Developing and General Contracting Industries	<ul style="list-style-type: none"> <li>(a) Residential Building and Development</li> <li>(b) Non-Residential Building and Development</li> </ul>
	(2) Industrial and Heavy (Engineering) Construction Industries	<ul style="list-style-type: none"> <li>(a) Industrial Construction (other than Buildings)</li> <li>(b) Highway and Heavy Construction</li> </ul>
	(3) Trade Contracting Industries	<ul style="list-style-type: none"> <li>(a) Site Work</li> <li>(b) Structural and Related Work</li> <li>(c) Exterior Close-In Work</li> <li>(d) Plumbing, Heating and Air Conditioning, Mechanical Work</li> <li>(e) Mechanical Specialty Work</li> <li>(f) Electrical Work</li> <li>(g) Interior and Finishing Work</li> <li>(h) Other Trade Work</li> </ul>
	(4) Service Industries Incidental to Construction	<ul style="list-style-type: none"> <li>(a) Project Management Construction</li> <li>(b) Other Services Incidental to Construction</li> </ul>

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Item	Column I Industrial Classification	Column II Industrial Group Description
7.	TRANSPORTATION AND STORAGE INDUSTRIES	(1) Transportation Industries <ul style="list-style-type: none"> <li>(a) Air Transport Industries</li> <li>(b) Service Industries Incidental to Air Transport</li> <li>(c) Railway Transport and Related Service Industries</li> <li>(d) Water Transport Industries</li> <li>(e) Service Industries Incidental to Water Transport</li> <li>(f) Truck Transport Industries</li> <li>(g) Public Passenger Transit Systems Industries</li> <li>(h) Other Transportation Industries</li> <li>(i) Other Service Industries Incidental to Transportation</li> </ul>
		(2) Pipeline Transport Industries <ul style="list-style-type: none"> <li>(a) Pipeline Transport Industries</li> </ul>
		(3) Storage and Warehousing Industries <ul style="list-style-type: none"> <li>(a) Grain Elevator Industry</li> <li>(b) Other Storage and Warehousing Industries</li> </ul>
8.	COMMUNICATIONS AND OTHER UTILITY INDUSTRIES	(1) Communication Industries <ul style="list-style-type: none"> <li>(a) Telecommunication Broadcasting Industries</li> <li>(b) Telecommunication Carriers Industry</li> <li>(c) Other Telecommunication Industries</li> <li>(d) Postal and Courier Service Industries</li> </ul>
		(2) Other Utility Industries <ul style="list-style-type: none"> <li>(a) Electric Power Systems Industry</li> <li>(b) Gas Distribution Systems Industry</li> <li>(c) Water Systems Industry</li> <li>(d) Other Utility Industries</li> </ul>
9.	WHOLESALE TRADE INDUSTRIES	(1) Farm Products Industries, Wholesale <ul style="list-style-type: none"> <li>(a) Farm Products, Wholesale</li> </ul>
		(2) Petroleum Products Industries, Wholesale <ul style="list-style-type: none"> <li>(a) Petroleum Products, Wholesale</li> </ul>
		(3) Food, Beverage, Drug and Tobacco Industries, Wholesale <ul style="list-style-type: none"> <li>(a) Food, Wholesale</li> <li>(b) Beverage, Wholesale</li> <li>(c) Drugs and Toilet Preparations, Wholesale</li> <li>(d) Tobacco Products, Wholesale</li> </ul>
		(4) Apparel and Dry Goods Industries, Wholesale <ul style="list-style-type: none"> <li>(a) Apparel, Wholesale</li> <li>(b) Dry Goods, Wholesale</li> </ul>
		(5) Household Goods Industries, Wholesale <ul style="list-style-type: none"> <li>(a) Electrical and Electronic Household Appliances and Parts, Wholesale</li> <li>(b) Household Furniture, Wholesale</li> <li>(c) Household Furnishings, Wholesale</li> </ul>
		(6) Motor Vehicle, Parts and Accessories Industries, Wholesale <ul style="list-style-type: none"> <li>(a) Motor Vehicles, Wholesale</li> <li>(b) Motor Vehicle Parts and Accessories, Wholesale</li> </ul>
		(7) Metals, Hardware, Plumbing, Heating and Building Materials Industries, Wholesale <ul style="list-style-type: none"> <li>(a) Metal and Metal Products, Wholesale</li> <li>(b) Hardware and Plumbing, Heating and Air Conditioning Equipment and Supplies, Wholesale</li> <li>(c) Lumber and Building Materials, Wholesale</li> </ul>



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Item	Column I Industrial Classification	Column II Industrial Group Description
	(8) Machinery, Equipment and Supplies Industries, Wholesale	<ul style="list-style-type: none"> <li>(a) Farm Machinery, Equipment and Supplies, Wholesale</li> <li>(b) Construction, Forestry and Mining Machinery, Equipment and Supplies, Wholesale</li> <li>(c) Industrial Machinery, Equipment and Supplies Wholesale</li> <li>(d) Electrical and Electronic Machinery, Equipment and Supplies, Wholesale</li> <li>(e) Other Machinery, Equipment and Supplies, Wholesale</li> </ul>
	(9) Other Products Industries, Wholesale	<ul style="list-style-type: none"> <li>(a) Waste Materials, Wholesale</li> <li>(b) Paper and Paper Products, Wholesale</li> <li>(c) Agricultural Supplies, Wholesale</li> <li>(d) Toys, Amusement and Sporting Goods, Wholesale</li> <li>(e) Photographic Equipment and Musical Instruments and Supplies, Wholesale</li> <li>(f) Jewellery and Watches, Wholesale</li> <li>(g) Industrial and Household Chemicals, Wholesale</li> <li>(h) General Merchandise, Wholesale</li> <li>(i) Other Products Wholesale</li> </ul>
10.	RETAIL TRADE INDUSTRIES	
	(1) Food, Beverage and Drug Industries, Retail	<ul style="list-style-type: none"> <li>(a) Food Stores</li> <li>(b) Liquor, Wine and Beer Stores</li> <li>(c) Prescription Drugs and Patent Medicine Stores</li> </ul>
	(2) Shoe, Apparel, Fabric and Yarn Industries, Retail	<ul style="list-style-type: none"> <li>(a) Shoe Stores</li> <li>(b) Men's Clothing Stores</li> <li>(c) Women's Clothing Stores</li> <li>(d) Clothing Stores</li> <li>(e) Fabric and Yarn Stores</li> </ul>
	(3) Household Furniture, Appliances and Furnishing Industries, Retail	<ul style="list-style-type: none"> <li>(a) Household Furniture Stores</li> <li>(b) Appliance, Television, Radio and Stereo Stores</li> <li>(c) Household Furnishings Stores</li> </ul>
	(4) Automotive Vehicles, Parts and Accessories Industries, Sales and Service	<ul style="list-style-type: none"> <li>(a) Automobile Dealers</li> <li>(b) Recreational Vehicle Dealers</li> <li>(c) Gasoline Service Stations</li> <li>(d) Automotive Parts and Accessories Stores</li> <li>(e) Motor Vehicle Repair Shops</li> <li>(f) Other Motor Vehicle Services</li> </ul>
	(5) General Retail Merchandising Industries	<ul style="list-style-type: none"> <li>(a) General Retail Merchandising Industries</li> </ul>

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Item	Column I Industrial Classification	Column II Industrial Group Description
	(6) Other Retail Store Industries	<ul style="list-style-type: none"> <li>(a) Book and Stationery Stores</li> <li>(b) Florists, Lawn and Garden Centres</li> <li>(c) Hardware, Paint, Glass and Wallpaper Stores</li> <li>(d) Sporting Goods and Bicycle Shops</li> <li>(e) Musical Instrument and Record Stores</li> <li>(f) Jewellery Stores and Watch and Jewellery Repair Shops</li> <li>(g) Camera and Photographic Supply Stores</li> <li>(h) Toy, Hobby, Novelty and Souvenir Stores</li> <li>(i) Other Retail Stores</li> </ul>
	(7) Non-Store Retail Industries	<ul style="list-style-type: none"> <li>(a) Vending Machine Operators</li> <li>(b) Direct Sellers</li> </ul>
11.	FINANCE AND INSURANCE INDUSTRIES	<ul style="list-style-type: none"> <li>(1) Deposit Accepting Intermediary Industries <ul style="list-style-type: none"> <li>(a) Central Banks</li> <li>(b) Chartered Banks and Other Banking-Type Intermediaries</li> <li>(c) Trust Companies</li> <li>(d) Deposit Accepting Mortgage Companies</li> <li>(e) Credit Unions</li> <li>(f) Other Deposit Accepting Intermediaries</li> </ul> </li> <li>(2) Consumer and Business Financing Intermediary Industries <ul style="list-style-type: none"> <li>(a) Consumer Loan Companies</li> <li>(b) Business Financing Companies</li> </ul> </li> <li>(3) Investment Intermediary Industries <ul style="list-style-type: none"> <li>(a) Portfolio Investment Intermediaries</li> <li>(b) Mortgage Companies</li> <li>(c) Other Investment Intermediaries</li> </ul> </li> <li>(4) Insurance Industries <ul style="list-style-type: none"> <li>(a) Life Insurers</li> <li>(b) Deposit Insurers</li> <li>(c) Property and Casualty Insurers</li> </ul> </li> <li>(5) Other Financial Intermediary Industries <ul style="list-style-type: none"> <li>(a) Security Brokers and Dealers</li> <li>(b) Mortgage Brokers</li> <li>(c) Security and Commodity Exchanges</li> <li>(d) Other Financial Intermediaries</li> </ul> </li> </ul>
12.	REAL ESTATE OPERATOR AND INSURANCE AGENT INDUSTRIES	<ul style="list-style-type: none"> <li>(1) Real Estate Operator Industries (except Developers) <ul style="list-style-type: none"> <li>(a) Operators of Buildings and Dwellings</li> <li>(b) Other Real Estate Operators</li> </ul> </li> <li>(2) Insurance and Real Estate Agent Industries <ul style="list-style-type: none"> <li>(a) Insurance and Real Estate Agencies</li> </ul> </li> </ul>
13.	BUSINESS SERVICE INDUSTRIES	<ul style="list-style-type: none"> <li>(1) Business Service Industries <ul style="list-style-type: none"> <li>(a) Employment Agencies and Personnel Suppliers</li> <li>(b) Computer and Related Services</li> <li>(c) Accounting and Bookkeeping Services</li> <li>(d) Advertising Services</li> <li>(e) Architectural, Engineering and Other Scientific and Technical Services</li> <li>(f) Offices of Lawyers and Notaries</li> <li>(g) Management Consulting Services</li> <li>(h) Other Business Services</li> </ul> </li> </ul>

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Item	Column I Industrial Classification	Column II Industrial Group Description
14.	GOVERNMENT SERVICE INDUSTRIES	(1) Federal Government Service Industries <ul style="list-style-type: none"> <li>(a) Defence Services</li> <li>(b) Protective Services</li> <li>(c) Labour, Employment and Immigration Services</li> <li>(d) Foreign Affairs and International Assistance</li> <li>(e) General Administrative Services</li> <li>(f) Human Resource Administration</li> <li>(g) Economic Services Administration</li> </ul>
		(2) Provincial and Territorial Government Service industries <ul style="list-style-type: none"> <li>(a) Protective Services</li> <li>(b) Labour and Employment Services</li> <li>(c) General Administrative Services</li> <li>(d) Human Resource Administration</li> <li>(e) Economic Services Administration</li> </ul>
		(3) Local Government Service Industries <ul style="list-style-type: none"> <li>(a) Protective Services</li> <li>(b) General Administrative Services</li> <li>(c) Human Resource Administration</li> <li>(d) Economic Services Administration</li> </ul>
		(4) International and Other Extra-Territorial Industries <ul style="list-style-type: none"> <li>(a) International and Other Extra-Territorial Government Service Agencies</li> </ul>
15.	EDUCATIONAL SERVICE INDUSTRIES	(1) Educational Service Industries <ul style="list-style-type: none"> <li>(a) Elementary and Secondary Education</li> <li>(b) Post-Secondary Non-University Education</li> <li>(c) University Education</li> <li>(d) Library Services</li> <li>(e) Museums and Archives</li> <li>(f) Other Educational Services</li> </ul>
16.	HEALTH AND SOCIAL SERVICE INDUSTRIES	(1) Health and Social Service Industries <ul style="list-style-type: none"> <li>(a) Hospitals</li> <li>(b) Other Institutional Health and Social Services</li> <li>(c) Non-Institutional Health Services</li> <li>(d) Non-Institutional Social Services</li> <li>(e) Offices of Physicians, Surgeons and Dentists, Private Practice</li> <li>(f) Offices of Other Health Practitioners</li> <li>(g) Offices of Social Services Practitioners</li> <li>(h) Medical and Other Health Laboratories</li> <li>(i) Health and Social Service Associations and Agencies</li> </ul>
17.	ACCOMMODATION, FOOD AND BEVERAGE SERVICE INDUSTRIES	(1) Accommodation Service Industries <ul style="list-style-type: none"> <li>(a) Hotels, Motels and Tourist Courts</li> <li>(b) Lodging Houses and Residential Clubs</li> <li>(c) Camping Grounds and Travel Trailer Parks</li> <li>(d) Recreation and Vacation Camps</li> </ul>
		(2) Food and Beverage Service Industries <ul style="list-style-type: none"> <li>(a) Food Services</li> <li>(b) Taverns, Bars and Night Clubs</li> </ul>

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## **Employment Equity Report**

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Item	Column I Industrial Classification	Column II Industrial Group Description
18. OTHER SERVICE INDUSTRIES	(1) Amusement and Recreational Service Industries	<ul style="list-style-type: none"> <li>(a) Motion Picture, Audio and Video Production and Distribution</li> <li>(b) Motion Picture Exhibition</li> <li>(c) Theatrical and Other Staged Entertainment Services</li> <li>(d) Commercial Spectator Sports</li> <li>(e) Sports and Recreation Clubs and Services</li> <li>(f) Gambling Operations</li> <li>(g) Other Amusement and Recreational Services</li> </ul>
	(2) Personal and Household Service Industries	<ul style="list-style-type: none"> <li>(a) Barber and Beauty Shops</li> <li>(b) Laundries and Cleaners</li> <li>(c) Funeral Services</li> <li>(d) Private Households</li> <li>(e) Other Personal and Household Services</li> </ul>
	(3) Membership Organization Industries	<ul style="list-style-type: none"> <li>(a) Religious Organizations</li> <li>(b) Business Associations</li> <li>(c) Professional Membership Associations</li> <li>(d) Labour Organizations</li> <li>(e) Political Organizations</li> <li>(f) Civic and Fraternal Organizations</li> </ul>
	(4) Other Service Industries	<ul style="list-style-type: none"> <li>(a) Machinery and Equipment Rental and Leasing Services</li> <li>(b) Automobile and Truck Rental and Leasing Services</li> <li>(c) Photographers</li> <li>(d) Other Repair Services</li> <li>(e) Services to Buildings and Dwellings</li> <li>(f) Travel Services</li> <li>(g) Other Services</li> </ul>

## **APPENDIX H**

### **Schedule I: Designated Census Metropolitan Areas (CMAs)**

1. Calgary
2. Edmonton
3. Halifax
4. Montreal
5. Regina
6. Toronto
7. Vancouver
8. Winnipeg

# APPENDIX I

## Schedule II: Occupational Groups

Item	Column I Occupational Groups	Column II Occupational Unit Groups	Column III NOC Codes
1.	Senior Managers	Legislators	0011
		Senior Government Managers and Officials	0012
		Senior Managers - Financial, Communications Carriers and Other Business Services	0013
		Senior Managers - Health, Education, Social and Community Services and Membership Organizations	0014
2.	Middle and Other Managers	Senior Managers - Trade, Broadcasting and Other Services, n.e.c.	0015
		Senior Managers - Goods Production, Utilities, Transportation and Construction	0016
		Financial Managers	0111
		Human Resources Managers	0112
		Purchasing Managers	0113
		Other Administrative Services Managers	0114
		Insurance, Real Estate and Financial Brokerage Managers	0121
		Banking, Credit and Other Investment Managers	0122
		Other Business Services Managers	0123
		Telecommunication Carriers Managers	0131
		Postal and Courier Services Managers	0132
		Engineering Managers	0211
		Architecture and Science Managers	0212
		Information Systems and Data Processing Managers	0213
		Managers in Health Care	0311
		Administrators in Post-Secondary Education and Vocational Training	0312
		School Principals and Administrators of Elementary and Secondary Education	0313
		Managers in Social, Community and Correctional Services	0314
		Government Managers in Health and Social Policy Development and Program Administration	0411
		Government Managers in Economic Analysis, Policy Development and Program Administration	0412
		Government Managers in Education Policy Development and Program Administration	0413
		Other Managers in Public Administration	0414
		Library, Archive, Museum and Art Gallery Managers	0511
		Managers in Publishing, Motion Pictures, Broadcasting and Performing Arts	0512
		Recreation and Sport Program and Service Directors	0513
		Sales, Marketing and Advertising Managers	0611
		Retail Trade Managers	0621
		Restaurant and Food Service Managers	0631
		Accommodation Service Managers	0632
		Commissioned Police Officers	0641
		Fire Chiefs and Senior Officers	0642
		Commissioned Officers, Armed Forces	0643
Other Services Managers	0651		
Construction Managers	0711		
Residential Home Builders and Renovators	0712		
Transportation Managers	0713		
Facility Operation Managers	0721		
Maintenance Managers	0722		
Primary Production Managers (except Agriculture)	0811		
Manufacturing Managers	0911		
Utilities Managers	0912		
3.	Professionals	Financial Auditors and Accountants	1111
		Financial and Investment Analysts	1112
		Securities Agents, Investment Dealers and Traders	1113
		Other Financial Officers	1114
		Specialists in Human Resources	1121
		Professional Occupations in Business Services to Management	1122
		Physicists and Astronomers	2111
		Chemists	2112

n.e.c. = not elsewhere classified

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Geologists, Geochemists and Geophysicists	2113
Meteorologists	2114
Other Professional Occupations in Physical Sciences	2115
Biologists and Related Scientists	2121
Forestry Professionals	2122
Agricultural Representatives, Consultants and Specialists	2123
Civil Engineers	2131
Mechanical Engineers	2132
Electrical and Electronics Engineers	2133
Chemical Engineers	2134
Industrial and Manufacturing Engineers	2141
Metallurgical and Materials Engineers	2142
Mining Engineers	2143
Geological Engineers	2144
Petroleum Engineers	2145
Aerospace Engineers	2146
Computer Engineers	2147
Other Professional Engineers, n.e.c.	2148
Architects	2151
Landscape Architects	2152
Urban and Land Use Planners	2153
Land Surveyors	2154
Mathematicians, Statisticians and Actuaries	2161
Computer Systems Analysts	2162
Computer Programmers	2163
Specialist Physicians	3111
General Practitioners and Family Physicians	3112
Dentists	3113
Veterinarians	3114
Optometrists	3121
Chiropractors	3122
Other Professional Occupations in Health Diagnosing and Treating	3123
Pharmacists	3131
Dietitians and Nutritionists	3132
Audiologists and Speech-Language Pathologists	3141
Physiotherapists	3142
Occupational Therapists	3143
Other Professional Occupations in Therapy and Assessment	3144
Head Nurses and Supervisors	3151
Registered Nurses	3152
Judges	4111
Lawyers and Quebec Notaries	4112
University Professors	4121
Post-Secondary Teaching and Research Assistants	4122
College and Other Vocational Instructors	4131
Secondary School Teachers	4141
Elementary School and Kindergarten Teachers	4142
School and Guidance Counsellors	4143
Psychologists	4151
Social Workers	4152
Family, Marriage and Other Related Counsellors	4153
Ministers of Religion	4154
Probation and Parole Officers and Related Occupations	4155
Natural and Applied Science Policy Researchers, Consultants and Program Officers	4161
Economists and Economic Policy Researchers and Analysts	4162
Economic Development Officers and Marketing Researchers and Consultants	4163
Social Policy Researchers, Consultants and Program Officers	4164
Health Policy Researchers, Consultants and Program Officers	4165
Education Policy Researchers, Consultants and Program Officers	4166
Recreation and Sports Program Supervisors and Consultants	4167
Program Officers Unique to Government	4168
Other Professional Occupations in Social Science	4169
Librarians	5111
Conservators and Curators	5112
Archivists	5113
Writers	5121
Editors	5122
Journalists	5123
Professional Occupations in Public Relations and Communications	5124
Translators, Terminologists and Interpreters	5125
Producers, Directors, Choreographers and Related Occupations	5131

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	Conductors, Composers and Arrangers	5132
	Musicians and Singers	5133
	Dancers	5134
	Actors	5135
	Painters, Sculptors and Other Visual Artists	5136
4.	Semi-Professionals and Technicians	
	Applied Chemical Technologists and Technicians	2211
	Geological and Mineral Technologists and Technicians	2212
	Meteorological Technicians	2213
	Biological Technologists and Technicians	2221
	Agricultural and Fish Products Inspectors	2222
	Forestry Technologists and Technicians	2223
	Conservation and Fishery Officers	2224
	Landscape and Horticultural Technicians and Specialists	2225
	Civil Engineering Technologists and Technicians	2231
	Mechanical Engineering Technologists and Technicians	2232
	Industrial Engineering and Manufacturing Technologists and Technicians	2233
	Construction Estimators	2234
	Electrical and Electronics Engineering Technologists and Technicians	2241
	Electronic Service Technicians (Household and Business Equipment)	2242
	Industrial Instrument Technicians and Mechanics	2243
	Aircraft Instrument, Electrical and Avionics Mechanics, Technicians and Inspectors	2244
	Architectural Technologists and Technicians	2251
	Industrial Designers	2252
	Drafting and Design Technologists and Technicians	2253
	Survey Technologists and Technicians	2254
	Mapping and Related Technologists and Technicians	2255
	Non-Destructive Testers and Inspectors	2261
	Engineering Inspectors and Regulatory Officers	2262
	Inspectors in Public and Environmental Health and Occupational Health and Safety	2263
	Construction Inspectors	2264
	Air Pilots, Flight Engineers and Flying Instructors	2271
	Air Traffic Control Occupations	2272
	Deck Officers, Water Transport	2273
	Engineer Officers, Water Transport	2274
	Railway and Marine Traffic Controllers	2275
	Medical Laboratory Technologists and Pathologists' Assistants	3211
	Medical Laboratory Technicians	3212
	Animal Health Technologists	3213
	Respiratory Therapists and Clinical Perfusionists	3214
	Medical Radiation Technologists	3215
	Medical Sonographers	3216
	Cardiology Technologists	3217
	Electroencephalographic and Other Diagnostic Technologists, n.e.c.	3218
	Other Medical Technologists and Technicians (except Dental Health)	3219
	Denturists	3221
	Dental Hygienists and Dental Therapists	3222
	Dental Technicians	3223
	Opticians	3231
	Midwives and Practitioners of Natural Healing	3232
	Registered Nursing Assistants	3233
	Ambulance Attendants and Other Paramedical Occupations	3234
	Other Technical Occupations in Therapy and Assessment	3235
	Paralegal and Related Occupations	4211
	Community and Social Service Workers	4212
	Employment Counsellors	4213
	Early Childhood Educators	4214
	Instructors and Teachers of Disabled Persons	4215
	Other Instructors	4216
	Other Religious Occupations	4217
	Library and Archive Technicians and Assistants	5211
	Technical Occupations Related to Museums and Galleries	5212
	Photographers	5221
	Film and Video Camera Operators	5222
	Graphic Arts Technicians	5223
	Broadcast Technicians	5224
	Audio and Video Recording Technicians	5225
	Other Technical Occupations in Motion Pictures, Broadcasting and the Performing Arts	5226
	Support and Assisting Occupations in Motion Pictures, Broadcasting and the Performing Arts	5227



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		Announcers and Other Broadcasters	5231
		Other Performers	5232
		Graphic Designers and Illustrating Artists	5241
		Interior Designers	5242
		Theatre, Fashion, Exhibit and Other Creative Designers	5243
		Artisans and Craftspersons	5244
		Patternmakers - Textile, Leather and Fur Products	5245
		Athletes	5251
		Coaches	5252
		Sports Officials and Referees	5253
		Program Leaders and Instructors in Recreation and Sport	5254
5.	Supervisors	Supervisors, General Office and Administrative Support Clerks	1211
		Supervisors, Finance and Insurance Clerks	1212
		Supervisors, Library, Correspondence and Related Information Clerks	1213
		Supervisors, Mail and Message Distribution Occupations	1214
		Supervisors, Recording, Distributing and Scheduling Occupations	1215
		Retail Trade Supervisors	6211
		Food Service Supervisors	6212
		Executive Housekeepers	6213
		Dry Cleaning and Laundry Supervisors	6214
		Cleaning Supervisors	6215
		Other Service Supervisors	6216
6.	Supervisors: Crafts and Trades	Supervisors, Machinists and Related Occupations	7211
		Contractors and Supervisors, Electrical Trades and Telecommunications Occupations	7212
		Contractors and Supervisors, Pipefitting Trades	7213
		Contractors and Supervisors, Metal Forming, Shaping and Erecting Occupations	7214
		Contractors and Supervisors, Carpentry Trades	7215
		Contractors and Supervisors, Mechanic Trades	7216
		Contractors and Supervisors, Heavy Construction Equipment Crews	7217
		Supervisors, Printing and Related Occupations	7218
		Contractors and Supervisors, Other Construction Trades, Installers, Repairers and Servicers	7219
		Supervisors, Railway Transport Operations	7221
		Supervisors, Motor Transport and Other Ground Transit Operators	7222
		Supervisors, Logging and Forestry	8211
		Supervisors, Mining and Quarrying	8221
		Supervisors, Oil and Gas Drilling and Service	8222
		Farmers and Farm Managers	8251
		Agricultural and Related Service Contractors and Managers	8252
		Farm Supervisors and Specialized Livestock Workers	8253
		Nursery and Greenhouse Operators and Managers	8254
		Landscaping and Grounds Maintenance Contractors and Managers	8255
		Supervisors, Landscape and Horticulture	8256
		Aquaculture Operators and Managers	8257
		Supervisors, Mineral and Metal Processing	9211
		Supervisors, Petroleum, Gas and Chemical Processing and Utilities	9212
		Supervisors, Food, Beverage and Tobacco Processing	9213
		Supervisors, Plastic and Rubber Products Manufacturing	9214
		Supervisors, Forest Products Processing	9215
		Supervisors, Textile Processing	9216
		Supervisors, Motor Vehicle Assembling	9221
		Supervisors, Electronics Manufacturing	9222
		Supervisors, Electrical Products Manufacturing	9223
		Supervisors, Furniture and Fixtures Manufacturing	9224
		Supervisors, Fabric, Fur and Leather Products Manufacturing	9225
		Supervisors, Other Mechanical and Metal Product Manufacturing	9226
		Supervisors, Other Products Manufacturing and Assembly	9227
7.	Administrative and Senior Clerical Personnel	Administrative Officers	1221
		Executive Assistants	1222
		Personnel and Recruitment Officers	1223
		Property Administrators	1224
		Purchasing Agents and Officers	1225
		Conference and Event Planners	1226
		Court Officers and Justices of the Peace	1227
		Immigration, Unemployment Insurance and Revenue Officers	1228
		Bookkeepers	1231
		Loan Officers	1232
		Insurance Adjustors and Claims Examiners	1233
		Insurance Underwriters	1234
		Assessors, Valuers and Appraisers	1235

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## **Employment Equity Report**

	Customs, Ship and Other Brokers	1236
	Secretaries (except Legal and Medical)	1241
	Legal Secretaries	1242
	Medical Secretaries	1243
	Court Recorders and Medical Transcriptionists	1244
8.	Skilled Sales and Service Personnel	6221
	Technical Sales Specialists, Wholesale Trade	6221
	Insurance Agents and Brokers	6231
	Real Estate Agents and Salespersons	6232
	Retail and Wholesale Buyers	6233
	Grain Elevator Operators	6234
	Chefs	6241
	Cooks	6242
	Butchers and Meat Cutters, Retail and Wholesale	6251
	Bakers	6252
	Police Officers (except Commissioned)	6261
	Firefighters	6262
	Hairstylists and Barbers	6271
	Funeral Directors and Embalmers	6272
9.	Skilled Crafts and Trades Workers	7231
	Machinists and Machining and Tooling Inspectors	7231
	Tool and Die Makers	7232
	Electricians (except Industrial and Power System)	7241
	Industrial Electricians	7242
	Power System Electricians	7243
	Electrical Power Line and Cable Workers	7244
	Telecommunications Line and Cable Workers	7245
	Telecommunications Installation and Repair Workers	7246
	Cable Television Service and Maintenance Technicians	7247
	Plumbers	7251
	Steamfitters, Pipefitters and Sprinkler System Installers	7252
	Gas Fitters	7253
	Sheet Metal Workers	7261
	Boilermakers	7262
	Structural Metal and Platework Fabricators and Fitters	7263
	Ironworkers	7264
	Welders	7265
	Blacksmiths and Die Setters	7266
	Carpenters	7271
	Cabinetmakers	7272
	Bricklayers	7281
	Cement Finishers	7282
	Tilesetters	7283
	Plasterers, Drywall Installers and Finishers and Lathers	7284
	Roofers and Shinglers	7291
	Glaziers	7292
	Insulators	7293
	Painters and Decorators	7294
	Floor Covering Installers	7295
	Construction Millwrights and Industrial Mechanics (except Textile)	7311
	Heavy-Duty Equipment Mechanics	7312
	Refrigeration and Air Conditioning Mechanics	7313
	Railway Carmen/women	7314
	Aircraft Mechanics and Aircraft Inspectors	7315
	Machine Fitters	7316
	Textile Machinery Mechanics and Repairers	7317
	Elevator Constructors and Mechanics	7318
	Motor Vehicle Mechanics, Technicians and Mechanical Repairers	7321
	Motor Vehicle Body Repairers	7322
	Oil and Solid Fuel Heating Mechanics	7331
	Electric Appliance Servicers and Repairers	7332
	Electrical Mechanics	7333
	Motorcycle and Other Related Mechanics	7334
	Other Small Engine and Equipment Mechanics	7335
	Upholsterers	7341
	Tailors, Dressmakers, Furriers and Milliners	7342
	Shoe Repairers and Shoemakers	7343
	Jewellers, Watch Repairers and Related Occupations	7344
	Stationary Engineers and Auxiliary Equipment Operators	7351
	Power Systems and Power Station Operators	7352
	Railway and Yard Locomotive Engineers	7361
	Railway Conductors and Brakemen/women	7362
	Crane Operators	7371
	Drillers and Blasters - Surface Mining, Quarrying and Construction	7372

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		Water Well Drillers	7373
		Printing Press Operators	7381
		Commercial Divers	7382
		Other Trades and Related Occupations	7383
		Underground Production and Development Miners	8231
		Oil and Gas Well Drillers, Servicers, Testers and Related Workers	8232
		Logging Machinery Operators	8241
		Fishing Masters and Officers	8261
		Fishing Vessel Skippers and Fishermen/women	8262
		Central Control and Process Operators, Mineral and Metal Processing	9231
		Petroleum, Gas and Chemical Process Operators	9232
		Pulping Control Operators	9233
		Papermaking and Coating Control Operators	9234
10.	Clerical Personnel	General Office Clerks	1411
		Typists and Word Processing Operators	1412
		Records and File Clerks	1413
		Receptionists and Switchboard Operators	1414
		Computer Operators	1421
		Data Entry Clerks	1422
		Typesetters and Related Occupations	1423
		Telephone Operators	1424
		Accounting and Related Clerks	1431
		Payroll Clerks	1432
		Tellers, Financial Services	1433
		Banking, Insurance and Other Financial Clerks	1434
		Collectors	1435
		Administrative Clerks	1441
		Personnel Clerks	1442
		Court Clerks	1443
		Library Clerks	1451
		Correspondence, Publication and Related Clerks	1452
		Customer Service, Information and Related Clerks	1453
		Survey Interviewers and Statistical Clerks	1454
		Mail, Postal and Related Clerks	1461
		Letter Carriers	1462
		Couriers and Messengers	1463
		Shippers and Receivers	1471
		Storekeepers and Parts Clerks	1472
		Production Clerks	1473
		Purchasing and Inventory Clerks	1474
		Dispatchers and Radio Operators	1475
		Transportation Route and Crew Schedulers	1476
11.	Intermediate Sales and Service Personnel	Dental Assistants	3411
		Dental Laboratory Bench Workers	3412
		Nurse Aides and Orderlies	3413
		Other Aides and Assistants in Support of Health Services	3414
		Sales Representatives, Wholesale Trade (Non-Technical)	6411
		Retail Salespersons and Sales Clerks	6421
		Travel Counsellors	6431
		Pursers and Flight Attendants	6432
		Airline Sales and Service Agents	6433
		Ticket and Cargo Agents and Related Clerks (except Airline)	6434
		Hotel Front Desk Clerks	6435
		Tour and Travel Guides	6441
		Outdoor Sport and Recreational Guides	6442
		Amusement Attraction Operators and Other Amusement Occupations	6443
		MaTtres d'h^tel and Hosts/Hostesses	6451
		Bartenders	6452
		Food and Beverage Servers	6453
		Sheriffs and Bailiffs	6461
		Correctional Service Officers	6462
		By-law Enforcement and Other Regulatory Officers, n.e.c.	6463
		Occupations Unique to the Armed Forces	6464
		Other Protective Service Occupations	6465
		Visiting Homemakers, Housekeepers and Related Occupations	6471
		Elementary and Secondary School Teacher Assistants	6472
		Early Childhood Educator Assistants	6473
		Babysitters, Nannies and Parents' Helpers	6474
		Image, Social and Other Personal Consultants	6481
		Estheticians, Electrologists and Related Occupations	6482
		Pet Groomers and Animal Care Workers	6483

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## Employment Equity Report

12.	Semi-Skilled Manual Workers	Other Personal Service Occupations 6484 Truck Drivers 7411 Bus Drivers and Subway and Other Transit Operators 7412 Taxi and Limousine Drivers and Chauffeurs 7413 Delivery Drivers 7414 Heavy Equipment Operators (except Crane) 7421 Public Works Maintenance Equipment Operators 7422 Railway Yard Workers 7431 Railway Track Maintenance Workers 7432 Deck Crew, Water Transport 7433 Engine Room Crew, Water Transport 7434 Lock and Cable Ferry Operators and Related Occupations 7435 Boat Operators 7436 Air Transport Ramp Attendants 7437 Residential and Commercial Installers and Servicers 7441 Waterworks and Gas Maintenance Workers 7442 Automotive Mechanical Installers and Servicers 7443 Pest Controllers and Fumigators 7444 Other Repairers and Servicers 7445 Longshore Workers 7451 Material Handlers 7452 Underground Mine Service and Support Workers 8411 Oil and Gas Well Drilling Workers and Service Operators 8412 Chainsaw and Skidder Operators 8421 Silviculture and Forestry Workers 8422 General Farm Workers 8431 Nursery and Greenhouse Workers 8432 Fishing Vessel Deckhands 8441 Trappers and Hunters 8442 Machine Operators, Mineral and Metal Processing 9411 Foundry Workers 9412 Glass Forming and Finishing Machine Operators and Glass Cutters 9413 Concrete, Clay and Stone Forming Operators 9414 Inspectors and Testers, Mineral and Metal Processing 9415 Chemical Plant Machine Operators 9421 Plastics Processing Machine Operators 9422 Rubber Processing Machine Operators and Related Workers 9423 Water and Waste Plant Operators 9424 Sawmill Machine Operators 9431 Pulp Mill Equipment Operators 9432 Papermaking and Finishing Machine Operators 9433 Other Wood Processing Machine Operators 9434 Paper Converting Machine Operators 9435 Lumber Graders and Other Wood Processing Inspectors and Graders 9436 Textile Fibre and Yarn Preparation Machine Operators 9441 Weavers, Knitters and Other Fabric-Making Occupations 9442 Textile Dyeing and Finishing Machine Operators 9443 Textile Inspectors, Graders and Samplers 9444 Sewing Machine Operators 9451 Fabric, Fur and Leather Cutters 9452 Hide and Pelt Processing Workers 9453 Inspectors and Testers, Fabric, Fur and Leather Products Manufacturing 9454 Process Control and Machine Operators, Food and Beverage Processing 9461 Industrial Butchers and Meat Cutters, Poultry Preparers and Related Workers 9462 Fish Plant Workers 9463 Tobacco Processing Machine Operators 9464 Testers and Graders, Food and Beverage Processing 9465 Printing Machine Operators 9471 Camera, Platemaking and Other Pre-Press Occupations 9472 Binding and Finishing Machine Operators 9473 Photographic and Film Processors 9474 Aircraft Assemblers and Aircraft Assembly Inspectors 9481 Motor Vehicle Assemblers, Inspectors and Testers 9482 Electronics Assemblers, Fabricators, Inspectors and Testers 9483 Assemblers and Inspectors, Electrical Appliance, Apparatus and Equipment Manufacturing 9484 Assemblers, Fabricators and Inspectors, Industrial Electrical Motors and Transformers 9485 Mechanical Assemblers and Inspectors 9486 Machine Operators and Inspectors, Electrical Apparatus Manufacturing 9487 Boat Assemblers and Inspectors 9491 Furniture and Fixture Assemblers and Inspectors 9492
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## **Employment Equity Report**

		Other Wood Products Assemblers and Inspectors	9493
		Furniture Finishers and Refinishers	9494
		Plastic Products Assemblers, Finishers and Inspectors	9495
		Painters and Coaters, Manufacturing	9496
		Plating, Metal Spraying and Related Operators	9497
		Other Assemblers and Inspectors	9498
		Machining Tool Operators	9511
		Forging Machine Operators	9512
		Woodworking Machine Operators	9513
		Metalworking Machine Operators	9514
		Welding, Brazing and Soldering Machine Operators	9515
		Other Metal Products Machine Operators	9516
		Other Products Machine Operators	9517
13.	Other Sales and Service Personnel	Cashiers	6611
		Service Station Attendants	6621
		Grocery Clerks and Shelf Stockers	6622
		Other Elemental Sales Occupations	6623
		Elemental Medical and Hospital Assistants	6631
		Food Service Counter Attendants and Food Preparers	6641
		Kitchen and Food Service Helpers	6642
		Security Guards and Related Occupations	6651
		Light Duty Cleaners	6661
		Specialized Cleaners	6662
		Janitors, Caretakers and Building Superintendents	6663
		Attendants in Recreation and Sport	6671
		Other Attendants in Accommodation and Travel (except Airline Travel)	6672
		Dry Cleaning and Laundry Occupations	6681
		Ironing, Pressing and Finishing Occupations	6682
		Other Elemental Service Occupations	6683
14.	Other Manual Workers	Construction Trades Helpers and Labourers	7611
		Other Trades Helpers and Labourers	7612
		Public Works and Maintenance Labourers	7621
		Railway and Motor Transport Labourers	7622
		Harvesting Labourers	8611
		Landscaping and Grounds Maintenance Labourers	8612
		Aquaculture and Marine Harvest Labourers	8613
		Mine Labourers	8614
		Oil and Gas Drilling, Servicing and Related Labourers	8615
		Logging and Forestry Labourers	8616
		Labourers in Mineral and Metal Processing	9611
		Labourers in Metal Fabrication	9612
		Labourers in Chemical Products Processing and Utilities	9613
		Labourers in Wood, Pulp and Paper Processing	9614
		Labourers in Rubber and Plastic Products Manufacturing	9615
		Labourers in Textile Processing	9616
		Labourers in Food, Beverage and Tobacco Processing	9617
		Labourers in Fish Processing	9618
		Other Labourers in Processing, Manufacturing and Utilities	9619

## **APPENDIX J**

### **Schedule VIII: Salary Ranges**

Employers must mask the salaries of their employees to ensure confidentiality. To this end, Schedule VIII of the *Regulations* provides pre-determined Salary Ranges for reporting on Form 2.

\$100,000 and over  
\$95,000 - \$99,999  
\$90,000 - \$94,999  
\$85,000 - \$89,999  
\$80,000 - \$84,999  
\$75,000 - \$79,999  
\$70,000 - \$74,999  
\$65,000 - \$69,999  
\$60,000 - \$64,999  
\$55,000 - \$59,999  
\$50,000 - \$54,999  
\$45,000 - \$49,999  
\$40,000 - \$44,999  
\$35,000 - \$39,999  
\$30,000 - \$34,999  
\$25,000 - \$29,999  
\$20,000 - \$24,999  
\$15,000 - \$19,999  
\$10,000 - \$14,999  
\$ 5,000 - \$ 9,999  
Under \$5,000

## APPENDIX K

### Report Checklist

Employers are encouraged to verify their reports against this list in order to ensure internal consistency and eliminate the need for amendments to the report after filing. See also **Appendix F: Form 1 Diagram**.

#### Please ensure that:

- On Form 1 (Report Summary), the sum of all employees identified in the provinces in box 18 is equal to the number in box 19.
- On Form 1 (Report Summary), the total number of employees identified for each CMA in box 17 does not exceed the total number of employees in each province identified in box 18.
- On Form 1 (Report Summary), box 10, employees are counted at peak period of employment (the time of year when the total workforce was at its largest). All employees are to be counted, including permanent full-time, permanent part-time and temporary as defined in Section 1(1) of the *Regulations*.
- On Form 1 (Report Summary), boxes 14 and 15 are counted as of December 31st while box 16 is calculated at peak period, reflecting the time when the temporary workforce was at its largest.
- On Form 1 (Report Summary), the number recorded in box 19 is equal to the sum of employees reported by industrial sector identified in boxes 10, 11, 12, and 13.
- On Form 1 (Report Summary), the sum of boxes 10, 11, 12 and 13 is equal to box 19. **Exception:** *in the case of employees posted abroad, the sum of boxes 10, 11, 12 and 13 would necessarily be greater than box 19.*
- On Form 2 (Occupational Groups), the salary ranges are consistent with Schedule VIII of the *Regulations*.
- On Form 2 (Occupational Groups), when two different salary ranges are indicated, employees must appear in both the first and fourth quarters.
- On Form 2 (Occupational Groups), salary range quarters are calculated according to the specifications in Section 26 of the *Regulations*.

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**Employment Equity Report**

- The totals across the bottom of Form 2 (Occupational Groups) and Form 3 (Salary Summary) correspond. Both forms record information on the same employees.
- The total number of permanent full-time employees identified on National Forms 2A and 3A is equal to the total in box 14 of Form 1 (Report Summary).
- The total number of permanent part-time employees on National Forms 2B and 3B is equal to the total in box 15 of Form 1 (Report Summary).
- The total number of temporary employees on National Forms 2C and 3C is equal to the total in box 16 of Form 1 (Report Summary).
- For every occupational group, the number of hirings on Form 4 (Hirings) minus the number of terminations on Form 6 (Terminations) does not exceed the totals on Form 2 (Occupational Groups).
- For every occupational group, the number of employees promoted on Form 5 (Promotions) does not exceed the number of employees reported on Form 2 (Occupational Groups) unless terminated on Form 6 (Terminations).
- Form 6 (Terminations) captures data on employees whose employment was terminated during the reporting period. *Note: This does not include employees who were in a temporary layoff situation.*
- The sum of all employees reported on the Provincial Forms is less than or equal to the figures on the National Forms.
- The sum of all employees reported on the CMA Forms is less than or equal to the figures recorded on the appropriate Provincial Forms.
- On all forms, the totals under the designated group sections do not exceed the total under the “all employees” section.

**Please see *Appendix L: Year to Year Variations* to verify:**

- Variations in the Total number of employees**
- Occupational Group Variations**
- Salary Range Variations**



## APPENDIX L

### Year to Year Variations

While year to year variations in the total number of employees, occupational group numbers and salary ranges are expected, especially large variations may not be accounted for. Each example listed below illustrates a variation that may be incorrect for different reasons. Employers are asked to verify that any unusual variations accurately reflect the employer's workforce. **Note: If large variations remain in the report upon submission, they should be explained in the employer's narrative report.**

#### a) Variations in the total number of employees

Some variation in the number of employees is expected, as the workforce profile changes for reasons other than hires, promotions and terminations. For example, transfers, leaves, secondments, lay-offs and strikes in the reporting year would result in a variation with respect to the previous year's numbers.

**Example: Permanent part-time employees:**

**Previous Year:** Total number of all permanent part-time employees ↗ 300

**Reporting Year:** Total number of all permanent part-time employees ↗ 522

**Variation: +222 employees**

**If the net result of hires minus the number of terminations does not account for the increase, then this sort of large variation would require explanation in the narrative report. (For example, this variation may be explained by a large number of temporary workers becoming part-time employees.)**

## b) Occupational Group Variations

Unusual year to year variations in the number of employees in various Occupational Groups should also be elaborated in the narrative report.

**Example: Permanent full-time employees:**

**Previous Year:** Total number of Middle and other Managers ↗ 37

**Reporting Year:** Total number of Middle and other Managers ↗ 15

**Variation: -22 employees**

**If the net result of hires minus the number of terminations or promotions does not account for the decrease, then this sort of large variation would require explanation in the narrative report. (For example, this variation may be explained by a large amount of reclassifications.)**

## c) Salary Range Variations

While salary ranges tend to increase with time as employees are awarded raises and receive promotions, year to year variations should normally not exceed two salary ranges.

**Example: Permanent full-time employees,  
Other Sales Personnel**

**STANDARD SCENARIO:**

**Previous Year:** Bottom salary range for Other Sales Personnel ↗ \$25,000-\$29,999

**Reporting Year:** Bottom salary range for Other Sales Personnel ↗ \$30,000-\$34,999

**Variation: +1 Salary Range**

**UNUSUAL SCENARIO:**

**Previous Year:** Bottom salary range for Other Sales Personnel ↗ \$25,000-\$29,999

**Reporting Year:** Bottom salary range for Other Sales Personnel ↗ \$70,000-\$74,999

**Variation: +9 Salary Ranges**

If the number of promotions does not explain the significant increase in salary, then this sort of large variation would require explanation in the narrative report. (For example, the above variation may be explained by a sales worker gaining an increased number of sales, thereby earning a larger amount of commission in the reporting year.)

**Note:** Large salary variations also occur if an employee is incorrectly coded into an Occupational Group. Employers are advised to take special care when coding employees to ensure accurate data.

## **APPENDIX M**

### **Where to Find Employers' Reports**

The *Employment Equity Act* applies to employers within federal jurisdiction and Crown Corporations with 100 or more employees. These employers operate primarily in the banking, transportation and communications industries.

Federally regulated employers are required to implement employment equity programs and submit annual reports to the Government of Canada by June 1st of each year. The report provides workforce data including the total number of employees and the representation of designated group employees by: industrial sector, geographic location, employment status, occupational category and salary range. It also includes data on hires, promotions and terminations of employment.

To explain the data, employers must submit an accompanying narrative report. Factors which affect results may be described, such as special recruitment efforts, training programs, or periods of unusual economic constraint or growth.

The Government of Canada verifies that the reports comply with the requirements of the *Act*. Part III of the *Act* provides that an employer who fails to comply with the employment equity obligations is subject to a monetary penalty.

#### **AVAILABILITY OF REPORTS**

Section 19(1) of the *Employment Equity Act* requires that employer reports be made available for public review, and that they be sold at the cost of printing. Public access ensures designated group members and organizations the opportunity to identify areas of inequity.

#### **HOW TO OBTAIN A COPY OF AN ANNUAL EMPLOYMENT EQUITY REPORT**

Employers' employment equity reports are available through associated bookstores and other booksellers selling Government of Canada publications. Interested parties are invited to address their inquiries to:

Labour Standards and Workplace Equity Operations, Labour Branch  
Department of Human Resources Development  
Place du Portage, Phase II  
165 Hôtel de Ville  
Hull, Quebec  
K1A 0J2  
Telephone: (819) 953-7548  
Fax: (819) 953-8768

**Requests for Employment Equity Reports must be accompanied by the following information:** the name of the employer the year covered by the report the Employment Equity Report Series Catalogue Number, and the number of the report in question. The price of the report varies according to the number of pages and the associated printing costs.

## **WHERE TO CONSULT REPORTS**

Employer reports are in the course of being made available via the Internet. Until the reports become electronically accessible, copies of the employer reports may be consulted in selected libraries.

## **LIBRARIES**

Employment Equity Reports are provided on Microfiche and in paper copies in libraries across Canada under the federal Depository Services Program (DSP).

Persons interested in obtaining copies of the employers' reports from libraries not included in the following list should ask whether the librarian can order the reports through the DSP or whether an inter-library loan may be arranged.

**The following list of libraries is ordered by province.**

### **NEWFOUNDLAND**

Torbay Public Library	Site 6, Box 39	Torbay	A0A 3Z0	Paper
Newfoundland Public Library Services	Arts and Culture Centre Government Documents	St. John's	A1B 3A3	Microfiche
Provincial Reference and Resource Library	Allandale Road			

### **NOVA SCOTIA**

Halifax City Regional Library	5381 Spring Garden Road	Halifax	B3J 1E9	Paper
Dalhousie University Killam Memorial Library Government Documents		Halifax	B3H 4H8	Microfiche
Acadia University Library		Wolfville	B0P 1X0	Microfiche

### **PRINCE EDWARD ISLAND**

Confederation Centre Public Library	P.O. Box 7000	Charlottetown	C1A 8G8	Paper
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Government Services Library      P.O. Box 2000      Charlottetown      C1A 7N8      Microfiche  
 Government Documents

**NEW BRUNSWICK**

Bibliothèque régionale du Haut-      50, rue Queen      Edmunston      E3V 3N4      Paper  
 Saint-Jean

Bibliothèque législative      766, rue King      Fredericton      E3B 5H1      Microfiche  
 Publications officielles      C.P. 6000

University of New Brunswick      Fredericton      E3B 5H5      Microfiche  
 Harriet Irving Library  
 Government Documents

Université de Moncton      Moncton      E1A 3E9      Microfiche  
 Bibliothèque Champlain  
 Publications officielles

Mount Allison University      Sackville      E0A 3C0      Microfiche  
 Ralph Packard Bell Library  
 Government Documents

**QUEBEC**

Bib. des jeunes de la Maison de      20, rue St-      Joliette      J6E 4T1      Paper  
 la Cult. Bonsecours      Charles Sud

Bibliothèque de Quebec      350, rue Saint-      Québec      G1K 3B2      Paper  
 Joseph est

Westmount Public Library      4574 Sherbrooke      Westmount      H3Z 1G1      Paper

McGill University Library      3459 McTavish      Montréal      H3A 1Y1      Microfiche  
 Street  
 Government Documents

Bibliothèque municipale de      1210, rue      Montréal      H2L 1L9      Microfiche  
 Montréal      Sherbrooke est  
 Publications officielles

Concordia University Libraries      1455, boulevard      Montréal      H3G 1M8      Microfiche  
 Publications officielles      de Maisonneuve  
 Ouest

Services Documentaires      75, rue de Port-      Montréal      H3L 3T1      Microfiche  
 Multimedia      Royal Est, bureau  
 Publications Officielles fédérales      300

Université du Québec à Montréal      1200, rue Berri      Montréal      H2L 4S6      Microfiche  
 Bibliothèque  
 Service des publications des  
 gouvernements internationaux

Université de Montreal      C.P. 6128,      Montréal      H3C 3J7      Microfiche  
 Bibliothèque des sciences      Succursale  
 humaines et sociales      'A'3000, Chemin  
 Publications officielles      de la Tour

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Bibliothèque de l'Assemblée nationale Service des documents officiels canadiens	Edifice Pamphile	Québec	G1A 1A5	Microfiche
Université de Sherbrooke Bibliothèque générale Publications gouvernementales Cité universitaire	2500, boulevard de l'Université	Sherbrooke	J1K 2R1	Microfiche
Université Laval Bibliothèque générale Service des documents officiels Pavillon Bonenfant Cité universitaire		Ste-Foy	G1K 7P4	Microfiche
Human Resources Development Canada Library	Place du Portage, Phase IV, Level 1	Ottawa/Hull	K1A 0J9	Paper/ Microfiche

**ONTARIO**

City of York Public Library Jane Dundas Branch	620 Jane Street	City of York	M6S 4A6	Paper
Elliot Lake Public Library	1 Mary Walk	Elliot Lake	P5A 1Z9	Paper
Queen's University Law Library Sir John A MacDonald Hall		Kingston	K7L 3N6	Paper
Niagara-on-the-Lake Public Library	Rear-26 Queen Street P.O. Box 430	Niagara-on- the-Lake	L0S 1J0	Paper
Canadian Human Rights Commission Library	Room 458 90 Sparks Street Royal Bank Building	Ottawa	K1A 1E1	Paper
Metropolitan Toronto Reference Library Business and Social Sciences Dept.	789 Yonge Street	Toronto	M4W 2G8	Paper
University of Guelph Library Government Documents		Guelph	N1G 2W1	Microfiche
Hamilton Public Library Government Documents	P.O. Box 2700, Station 'A'55 York Boulevard	Hamilton	L8N 4E4	Microfiche
McMaster University Mills Memorial Library		Hamilton	L86 4L6	Microfiche
Queen's University Douglas Library Macintosh Corry Hall Government Documents		Kingston	K7L 3N6	Microfiche

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University of Western Ontario D.B. Weldon Library Government Documents		London	N6A 3K7	Microfiche
York University Scott Library Government Documents	4700 Keele Street	North York	M3J 2R6	Microfiche
Bibliothèque du Parlement Publications officielles		Ottawa	K1A 0A9	Microfiche
Canadian Labour Congress Women's Bureau	2841 Riverside Drive	Ottawa	K1V 8X7	Microfiche
National Library of Canada Canadiana Acquisitions Government Documents		Ottawa	K1A 0N4	Microfiche
Public Service Alliance of Canada, Library	233 Gilmour Street	Ottawa	K2P 0P1	Microfiche
Université d'Ottawa Bibliothèque Morisset Services spéciaux	65, rue Université	Ottawa	K1N 9A5	Microfiche
Laurentian University J.N. Desmerais Library Technical Services Department Government Documents	Ramsey Lake Road	Sudbury	P3E 2C6	Microfiche
Lakehead University Chancellor Paterson Library Government Documents	955 Oliver Road	Thunder Bay	P7B 5E1	Microfiche
Thunder Bay Public Library Government Documents	216 South Brodice Street	Thunder Bay	P7E 1C2	Microfiche
Legislative Library Parliament Buildings Collection Development	99 Wellesley Street West, Room 2350	Toronto	M7A 1A9	Microfiche
Metropolitan Toronto Reference Library Government Documents	789 Yonge Street	Toronto	M4W 2G8	Microfiche
University of Toronto Robarts Library Government Documents		Toronto	M5S 1A5	Microfiche
University of Waterloo Dana Porter Arts Library Government Documents		Waterloo	N2L 3G1	Microfiche
Windsor Public Library Government Documents	850 Ouelette Avenue	Windsor	N9A 4M9	Microfiche

**MANITOBA**

Keewatin Community College Learning Resource Centre	P.O. Box 3000	The Pas	R9A 1M7	Paper
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Legislative Library	200 Vaughan Street, Main Floor	Winnipeg	R2C 0V8	Microfiche
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University of Manitoba Elizabeth Dafoe Library Government Documents		Winnipeg	R3T 2N2	Microfiche
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**SASKATCHEWAN**

Saskatchewan Provincial Library	1352 Winnipeg Street	Regina	S4P 3V7	Paper
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Legislative Library Government Documents	234 Legislative Building	Regina	S4S 0B3	Microfiche
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University of Saskatchewan The Main Library Government Documents		Saskatoon	S7N 0W0	Microfiche
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**ALBERTA**

Calgary Public Library Government Documents Acquisitions Department	616 Macleod Trail South East	Calgary	T2G 2M2	Paper
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Edmonton Public Library Government Library	No. 7 Sir Wilfrid Churchill Square	Edmonton	T5J 2V4	Paper
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University of Calgary Library Government Documents	2500 University Drive, North West	Calgary	T2N 1N4	Microfiche
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Legislature Library Government Documents	216 Legislature Building	Edmonton	T5K 2B6	Microfiche
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University of Alberta Library Government Documents		Edmonton	T6G 2J8	Microfiche
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**BRITISH COLUMBIA**

North Vancouver District Library	1280 East 27 <sup>th</sup> Street	North Vancouver	V7J 1S1	Paper
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University of Victoria Diana M. Priestly Law Library	P.O. Box 2300	Victoria	V8W 3B1	Paper
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Simon Fraser University Library Government Documents		Burnaby	V5A 1S6	Microfiche
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University of British Columbia Library Government Documents	1956 Main Mall University Campus	Vancouver	V6T 1Y3	Microfiche
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Vancouver Public Library Government Documents	750 Burrard Street	Vancouver	V6Z 1X5	Microfiche
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Legislative Library Government Documents		Victoria	V8V 1X4	Microfiche
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University of Victoria                      P.O. Box 1800                      Victoria                      V8W 3H5                      Microfiche  
McPherson Library  
Government Documents

**NORTHWEST TERRITORIES**

Northwest Territories Public                      P.O. Box 1100                      Hay River                      X0E 0R0                      Paper  
Library Service

Government Library                      P.O. Box 1320,                      Yellowknife                      X1A 2L9                      Microfiche  
Government of the Northwest  
Territories                      Laing-1