

Transportation Safety Board of Canada

Submission (FY 2005-2006)

on the Operation of

Section 3(2) of *the Canadian Multiculturalism Act*

**Federal Institution Submission Template for the
Annual Report on the Operation of the *Canadian
Multiculturalism Act 2005-2006*:**

Section I: Contact details

<p>Official Name of Federal Institution (please provide in <u>both</u> official languages):</p> <p>Transportation Safety Board of Canada Bureau de la sécurité des transports du Canada</p> <hr/>
<p>Name of Multiculturalism Champion (if one has been appointed): _____</p> <p>Gerard McDonald</p> <hr/>
<p>Name of contact person if a Multiculturalism Champion has not been appointed:</p> <hr/>
<p>Address of Multiculturalism Champion or contact: _____</p> <p>200 Promenade du Portage, 4th Floor, Gatineau, Quebec, K1A 1K8</p> <hr/>
<p>Telephone number of Multiculturalism Champion or contact: _____</p> <p>819-994-4317</p> <hr/>
<p>E-Mail Address of Multiculturalism Champion or contact: _____</p> <p>gerard.mcdonald@tsb.gc.ca</p> <hr/>
<p>Name of person who has approved this submission on behalf of your institution:</p> <p>_ Gerard McDonald _____ (Name)</p> <p>_ Executive Director _____ (Title)</p>

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Section II: Statistical information

Number of employees in your federal institution (as of March 31, 2006): 225

Number of visible minority employees: 22

Number of Aboriginal employees: 1

Percent of employees who are bilingual: 61%

1. Statement of the federal institution's vision, mandate and goal(s) in addressing issues related to the *Canadian Multiculturalism Act*:

- **We treat all individuals and organizations equitably.**
- **We are committed to treating all with whom we deal with consideration and courtesy.**

(Extracted from TSB core values)

2. A list of institutional policies and programs related to multiculturalism:

- **Employment Equity Policy**
- **Respectful Workplace Policy**
- **Employment Equity Plan**

3. Federal institution's activities to respond/support Canada's ethnocultural diversity in FY 2005-2006. (Select all of the following that apply and state title of event next to crossed box where applicable.)

- Held or participated in seminars to increase institution's knowledge about multiculturalism issues. Title of event: _____
- Consulted with general public to identify gaps. Title of event: _____
- Developed partnerships with ethnocultural groups. Title of event: _____
- Added or enhanced policies and/or services to better reflect needs of ethnocultural communities. Title of event: _____
- Supported research on multiculturalism issues. Title of event: _____
- Other. Please specify: _____

4. The federal institution has designated a Multiculturalism Champion (or senior official) responsible for advancing the principles of multiculturalism:

Yes

No (go to item 6 if no Champion is designated.)

Multiculturalism Champion is also responsible for Employment Equity:

Yes

No

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5. List responsibilities assigned to Multiculturalism Champion or senior official for the implementation of the *Canadian Multiculturalism Act* in your institution.

- **Promote diversity in the work place**
- **Chair departmental employment equity committee**
- **Promote multicultural awareness and ensure stakeholders' needs are considered in program delivery**
- **Represent the department at meetings with central agencies**

6. Employees of this federal institution were offered, in FY 2005-2006, training sessions on cross-cultural understanding, fighting racism, or promoting diversity, either by providing such training in-house or enrolling employees in courses offered by an outside organization:

Yes. If yes, how many employees participated in the session(s)? ¹ 27 & ² 15

No

Title of session(s): ¹Diversity in the Workplace and ²Awareness Training on Harassment and Discrimination

Number of such session(s) in FY 2005-2006: 2 sessions per course

Focus of training sessions included the following:

- Combating racism
- Employment Equity
- Diversity issues/diversity awareness
- Cross-cultural understanding
- Incorporation of diversity in new policies, programs and services
- Discrimination
- Communicating in a multicultural workplace
- Other topics – Please specify: _____

7. During the FY 2005-2006, this federal institution has consulted with ethnocultural groups to ensure that their viewpoints were specifically included in the development and implementation of key policies, programs and services.

Yes

No

Number of consultations held during fiscal year: N/A

Please provide details: _____

Section III: Descriptive questions (based upon the five subsections of Section 3(2) of the Act)

(Unless otherwise indicated, please restrict your responses to each of the following questions to one third (1/3) of a page and please type responses in **BOLD**.)

Section 3(2)(a) **Equal Opportunity in Federal Institutions**

“all federal institutions shall...ensure that Canadians of all origins have an equal opportunity to obtain employment and advancement in those institutions.”

8. **Recruitment:**

In fiscal year 2005-2006, what initiatives did your institution undertake to support increasing the number of employees of different ethnocultural backgrounds within your institution?

All job advertisements include a mention of employment equity groups and an invitation for members of these groups to apply. The youth internship program was used to provide developmental opportunities for young people from visible minority groups.

9. **Promotion:**

In fiscal year 2005-2006, what initiatives did your institution undertake to promote employees of different ethnocultural backgrounds within your institution?

All employees were invited to apply on staffing competitions. A number of acting assignments were offered to employees thereby providing them with practical work experience that can help them with their career progression. For example, one person from the visible minority group was provided an acting opportunity at the EX-01 group and level. Educational assistance was also provided to some employees to help them complete university programs.

10. **Retention:**

In fiscal year 2005-2006, what initiatives did your institution undertake to retain employees of different ethnocultural backgrounds within your institution?

As noted above, acting assignments and educational assistance were provided to employees. These actions were intended as means of retaining employees within the organization while also helping the employees prepare for future job opportunities.

11. **Diversity training and enhanced awareness of Multiculturalism:**

In fiscal year 2005-2006, what initiatives did your institution undertake to train employees on diversity issues, and raise their awareness of multiculturalism?

In 2005-2006, we offered training sessions on diversity in the workplace and awareness training on harassment and discrimination. This training is mandatory for all new employees hired by the TSB. A guide entitled “Diversity at Work” was also distributed to all managers to provide them with guidance and tips on managing diversity in the workplace.

12. **Culture that embraces diversity:**

In fiscal year 2005-2006, what initiatives did your institution undertake to foster a corporate culture that embraces diversity?

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In addition to providing diversity training to all employees and a new Diversity at Work guide for all managers, we have organized a number of special events during the course of the year to promote multiculturalism. For instance, we held an international lunch which included a movie: Frontline: A Class Divided also known as Blue Eyes, Brown Eyes, we invited an Aboriginal elder to speak, we distributed special e-mail messages and did a Diversity Map – employees indicated their place of birth on a map of the world.

13. *Diversity in your institution:*

How does your institution benefit from having a multicultural workforce?

The TSB benefits from having a multicultural workforce which brings a broader range of ideas and approaches to discussions and decision-making on various aspects of program delivery. Staff is also available to be called upon to provide “unofficial” third language ability and services.

14. *Other:*

In fiscal year 2005-2006, did your institution undertake other initiatives that fall within Section 3(2) (a) Equal Opportunity in Federal Institutions, but not within one of the subtopics listed above? Please be specific.

N/A

Section 3(2)(b) Capacity Building

“all federal institutions shall...promote policies, programs and practices that enhance the ability of individuals and communities of all origins to contribute to the continuing evolution of Canada”

15. *Consultations:*

In fiscal year 2005-2006, what consultations with ethnocultural communities did your institution undertake that resulted in better delivery of services to them and all Canadians? Please be specific about how the consultations resulted in better service delivery.

The TSB did not do any consultations in 2005-2006.

16. *Empowering and engaging communities:*

In fiscal year 2005-2006, what actions did your institution take to enable members of ethnocultural communities to participate and be fully represented in Canadian society? Please be specific about how the actions led to increased participation or representation.

N/A The TSB does not provide direct services to the public.

17. *Services for newcomers:*

In fiscal year 2005-2006, what sort of services and/or programs did your institution provide to help newcomers better integrate into Canada’s economy and society?

N/A The TSB does not provide direct services to the public.

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18. *Other:*

In fiscal year 2005-2006, did your institution undertake other initiatives that fall within Section 3(2) (b) Capacity Building, but not within one of the subtopics listed above? Please be specific.

N/A

Section 3(2)(c) Enhancing the Understanding of and Respect for Diversity

“all federal institutions shall...promote policies, programs and practices that enhance the understanding of and respect for diversity of the members of Canadian society.”

19. *Serving a diverse public:*

In fiscal year 2005-2006, what initiatives did your institution undertake to improve federal services for ethnocultural groups?

All new employees hired by the TSB are required to attend a training session on diversity. Although this training focuses on diversity in the workplace it also serves to increase employee awareness about multiculturalism in general, including the provision of services to various stakeholders from a broad range of cultural backgrounds.

20. *Celebrating Canada’s cultural heritage:*

In fiscal year 2005-2006, what initiatives did your institution undertake to celebrate Canada’s cultural heritage among employees and/or the general public?

See reply to question 12 above.

21. *Fighting racism and discrimination:*

In fiscal year 2005-2006, what initiatives did your institution undertake to fight racism and discrimination?

All new employees are required to attend diversity awareness training. Periodic reminders on the Respectful Workplace Policy are issued to all employees. Managers are expected to take immediate action to address any identified issues of racism or discrimination.

22. *Other:*

In fiscal year 2005-2006, did your institution undertake other initiatives that fall within Section 3(2) (c) Enhancing the Understanding of and Respect for Diversity, but not within one of the subtopics listed above? Please be specific.

N/A

Section 3(2)(d) Research and Data that Support the Development of Relevant Federal Policies, Programs and Practices

“all federal institutions shall...collect statistical data in order to enable the development of policies, programs and practices that are sensitive and responsive to the multicultural reality of Canada.”

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23. *Collecting information and funding research projects:*

In fiscal year 2005-2006, what research did your institution conduct or fund with a multicultural component?

The TSB did not conduct any research. The TSB mandate is very well defined and limited in scope. Our mandate does not include the development of policies or programs.

24. *Dissemination:*

In fiscal year 2005-2006, how were these data used, by your institution or another group, to better understand and serve ethnocultural groups?

N/A

25. *Other:*

In fiscal year 2005-2006, did your institution undertake other initiatives that fall within Section 3(2) (d) Research and Data that Support the Development of Relevant Federal Policies, Programs and Practices, but not within one of the subtopics listed above? Please be specific.

N/A

Section 3(2)(e) Language Skills and Cultural Understanding of Individuals of all Origins

“all federal institutions shall...make use, as appropriate, of the language skills and cultural understanding of individuals of all origins.”

26. *Maximizing Employee Language Skills:*

In fiscal year 2005-2006, what initiatives did your institution undertake to incorporate the cultural insights and/or language skills of staff from multicultural backgrounds to improve policy-making functions, enhance service delivery, and/or expand business opportunities?

No specific actions were undertaken in 2005-2006.

Section IV: Best practices

27. Considering your responses to the preceding questions, in fiscal year 2005-2006, which best practice would you like to showcase as an example of how your institution furthered the principles of the *Canadian Multiculturalism Act*?

We have no new best practices to share this year.

28. Last year, in your submission to the Annual Report 2004-2005, we asked in the call letter: “What steps will your organization take to advance the *Canadian Multiculturalism Act* in fiscal year 2005-2006?” Of the initiatives you cited in your response last year, which ones did you implement in 2005-2006? If cited already in this submission, please indicate the relevant section(s). Please elaborate more fully on developments not previously discussed in this submission.

N/A Our 2004-2005 annual report did not specify any new initiatives.

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29. In the fiscal year of 2006-2007, what specific initiatives will your institution pursue to further advance the *Canadian Multiculturalism Act*? (Please keep in mind we will ask you to report on this for the 2006-2007 Annual Report.)

In 2006-2007, we are planning to provide employees with access to a multiculturalism calendar. This calendar will identify the major events / celebrations / holidays for various cultural and religious groups. This calendar will assist managers / employees in the planning of work activities in order to avoid conflicts and to respect individual employee needs.