



## “WORKING TOGETHER – COUNT ME IN!”

### PURPOSE OF EMPLOYMENT EQUITY

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

### PURPOSE OF THE WORKFORCE SURVEY

The purpose of the workforce survey is to give employees the opportunity to “self-identify”, or declare voluntarily, based on their understanding of the definitions, that she/he is a member of one or more of the designated groups. The designated groups are identified in the Employment Equity Act as *women, aboriginal peoples, persons with disabilities and members of visible minorities*.

### WHY WE SUPPORT EMPLOYMENT EQUITY

The “*Staff of the Non-Public Funds, Canadian Forces (NPF Staff)*” is a separate employer under the Public Service Staff Relations Act (PSSRA), for which the Minister of National Defence is responsible for personnel management. The personnel management of NPF Staff has been delegated by the Minister to the Chief of Defence Staff (CDS) and to the President and CEO of the CFPSA.

One of our core values is “**Respect**” which means that any discriminatory practices based on ethnic, social, physical and other differences are not tolerated. Respect is consistent with the basic principles of Employment Equity, which embraces diversity and stands for fair and equitable treatment of all employees in the workforce.

We are a proactive Employment Equity partner, not only because Employment Equity is legislated but also because we believe that access to all the skills and talents in the diversity that is the labour market, will enhance our ability to “Serve Those Who Serve”.

## EMPLOYEE SELF-IDENTIFICATION FORM

(Confidential when completed)

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

\* This form is designed to collect information on the composition of the NPF workforce to **comply with Employment Equity legislation** and to facilitate the planning, reporting and implementation of Employment Equity activities.

\* Your response will help us ensure equal access to employment, training, development and career progression for all employees. Information from this questionnaire will allow us to track hiring, training, promotion opportunities and employee retention so that we can identify and remove barriers to employment and advancement. In the case of persons with disabilities, this information will also help us facilitate appropriate accommodation in the workplace.

\* Employment Equity information will be retained in the NPF Employment Equity Data Bank for statistical purposes and its confidentiality is protected under the *Privacy Act*. You have the right to review and correct information about yourself at any time, and can be assured that it will not be used for unauthorized purposes.

\* Please note that a person may belong to more than one designated Employment Equity group.

\* If you need more information or require assistance in completing this form, please contact your local Human Resources staff.

\* Upon request, this form will be made available in **alternate** formats (Braille, large print or audio cassette). This self-identification form is also available on our website at [www.cfpsa.com/EE](http://www.cfpsa.com/EE). You can use this to update or revise your Employment Equity profile at any time. Please print, complete and return the completed form to your Human Resources staff or to the Employment Equity Advisor, 245 Cooper St, Ottawa, Ontario, K2P 0G2.

**Step 1: Complete Parts A (Mandatory), B to G (Voluntary).**

**Step 2: (Mandatory) Sign and date the form and return it in the attached envelope.**

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

*Thank you for your co-operation*

(Français au verso)

### A.

Family Name: \_\_\_\_\_  
 Given Name and Initial: \_\_\_\_\_  
 Base: \_\_\_\_\_  
 Unit: \_\_\_\_\_  
 Employment Status:  
 Full-time  Part-time  Other   
 Employee Number: \_\_\_\_\_

B. Please indicate if you are: Male  Female

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

### C. Aboriginal Peoples

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

Are you an Aboriginal Person? Yes  No

### D. Visible Minorities

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

Examples of visible minority groups include:

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

Are you a member of a visible minority group?

Yes  No

### E. Persons with Disabilities

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

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

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

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

#### \* Co-ordination or Dexterity

*((e.g.) difficulty using hands or arms such as grasping objects or using a keyboard)*

#### \* Mobility

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

#### \* Blind or visually impaired

*(unable to see or difficulty seeing - but do not include yourself if you can see well with glasses or contact lenses)*

#### \* Deaf or hard of hearing

*(unable to hear or hard of hearing)*

#### \* Speech

*(e.g. aphasia)*

#### \* Non-visible physical impairment

*(e.g. diabetes, epilepsy)*

#### \* Other disability

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

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

Yes  No

### Additional Data for Accommodation Purposes:

If you have self-identified as a person with a disability and believe that you face particular challenges in performing at your highest level of competency, please specify how we may accommodate you, to help you participate fully in the workforce. We reserve the right to require medical certificates stating a disability from employees who ask to be accommodated.

\_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_  
 \_\_\_\_\_

### F. Employee Participation – Voluntary

i) Please indicate below if you wish to have your employment equity self-identification information used for purposes of special Employment Equity initiatives including career planning and development opportunities.

Yes  No

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

Yes

### G. EMPLOYEE COMMENTS:

For additional information on Employment Equity, please visit our website at [www.cfpsa.com/EE](http://www.cfpsa.com/EE). If you have any comments/feedback for us on Employment Equity, we'd like to hear from you. Be assured all comments will be kept confidential. Please contact the Employment Equity Advisor at (613) 996-6717, or e-mail [EE@cfpsa.com](mailto:EE@cfpsa.com).

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Signature \_\_\_\_\_  
 Date \_\_\_\_\_

**Thank you for your participation.  
 Please return in the envelope provided.**