



CANADIAN HEALTH CARE AGENCY

EXPERIENCE THE NORTH

Employment Equity Self-Identification Questionnaire

Canadian Health Care Agency (CHC-A) believes that all employees should be treated fairly. CHC-A's employment equity program aims to ensure that women, Aboriginal peoples, persons with disabilities and visible minorities are represented at all levels of the organization and that our hiring and promotion practices are based on qualifications and ability.

One of the first steps in the employment equity process is the collection of information regarding the Company's workforce through the administration of a questionnaire. The responses you provide on this survey will be retained for statistical purposes only, and kept confidential. We encourage you to review, update and correct information about yourself at any time. Your information will *not* be used for unauthorized purposes.

Respondents are asked (in Sections B through E) to self-identify as a member of a designated group (i.e., women, Aboriginal peoples, persons with disabilities and visible minorities). The completion of these sections is voluntary and will be used to help us create an accurate picture of our workforce. A copy of Labour Canada's "*Frequently Asked Questions: Self-Identification Questionnaire*" has been attached to this message for your reference.

In closing, I assure you that our workplace is a safe environment in which to self-identify. Also, know that you can ask for the accommodation you need in order to fulfill your work-related duties to the best of your ability. Finally, please note that the completion of Section A and return of the questionnaire to CHC-A's office is required, *even if you choose not to fill out any information in Sections B through E*. This questionnaire is also available on our website at <http://www.canadianhealthcare-agency.com>. Thank you for your participation in this important undertaking!

Sharon Umana, RN(EC), BScN
President



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A. Name: _____

Position: _____

B. Gender:

Female: _____ Male: _____ Other: _____

After reading the descriptions in each of the next three sections, answer “Yes” if any of the following apply to you. Please note that you may self-identify in more than one group.

C. Aboriginal Peoples

According to the *Employment Equity Act*, an Aboriginal person is a person who is Indian, Inuit or Métis.

Are you an Aboriginal Person?

Yes: _____ No: _____ Prefer not to answer: _____

D. Visible Minorities

According to the *Employment Equity Act*, members of a visible minority are people in Canada (other than Aboriginal peoples) who are non-white in colour, or non-Caucasian in race, regardless of their place of birth or citizenship.

Examples of visible minorities include, but are not limited to:

- Black
- Non-white Latin American (including Indigenous people from Central and South America)
- East Asian (e.g. Chinese, Japanese, Korean)
- South Asian/ East Indian (e.g. Indian, Pakistani, Bangladeshi, or East Indian from Guyana, Trinidad or East Africa)
- Southeast Asia (e.g. Burmese, Cambodian, Filipino, Laotian, Thai, Vietnamese)
- Non-White West Asian, North African or Arab (e.g. Iranian, Lebanese, Egyptian, Libyan)
- People of mixed origin (e.g. with one parent in one of the visible minority groups listed above).

Are you a member of a visible minority?

Yes: _____ No: _____ Prefer not to answer: _____



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E. Persons with Disabilities

According to the *Employment Equity Act*, persons with disabilities are persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment, and who consider themselves to be at a disadvantage in the workforce by reason of that impairment, or who believe that an employer or potential employer is likely to consider them to be at a disadvantage because of that impairment. This includes people whose functional limitations due to their impairment have been accommodated in their current jobs or workplaces (e.g. by the use of technical aids, changes to equipment or other working arrangements.)

Examples of disabilities include, but are not limited to:

- **Coordination or dexterity impairment** e.g. difficulty using hands or arms, such as grasping objects or using a keyboard.
- **Mobility impairment** e.g. difficulty moving from one office to another, walking long distances or using stairs
- **Blindness or visual impairment** e.g. unable to see or difficulty seeing, glaucoma, however do not include yourself if you can see well with glasses
- **Speech impairment** e.g. unable to speak or difficulty speaking and being understood
- **Deafness or hearing impairment** e.g. unable to hear or difficulty hearing
- **Other disabilities** e.g. learning, developmental and other types disabilities.

Are you a person with disability?

Yes: _____ No: _____ Prefer not to answer: _____

F. Additional Data for Accommodation Purposes

Please specify how we can accommodate you to help you participate fully in the workplace. Note that if we implement these accommodation measures, they will not have a negative impact on your hiring, training, promotion and retention in our organization



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G. Voluntary Employee Participation

1. Please indicate below if you would be willing to have your employment equity self-identification information used for employment equity initiative that would be of assistance in the elimination of barriers found in employment systems and the closing of those gaps, e.g. target recruitment, mentoring and accommodation measures.

Yes _____ No _____

2. As part of our ongoing employment equity work, from time to time we may ask designated group members to participate in various activities (e.g. committees, focus groups) to provide feedback on new programs. If you agree to be contacted directly by CHC-A's Employment coordinator or President for this kind of activity, please check "yes" below.

Yes _____ No _____

H. Employee Comments

If you have any comments/ feedback on our employment equity initiatives, we would like to hear from you. Rest assured, all comments will be kept confidential. Please contact Miriam Fisher, CHC-A's Employment Equity Co-ordinator by phone at 1-866-502-2422 ext. 0 or via email at EEP@chc-a.ca

Please return this form either by fax or email to Miriam Fisher, Employment Equity Co-ordinator.

Email: EEP@chc-a.ca

Fax: 1-888-439-2979