

## **Self-Identification Survey Frequently Asked Questions**

### ***1. Why is this information being collected?***

The information is collected from new and current employees, in order to obtain a picture of the composition of our workforce. There are two ways in which the information will be useful. It will help us in identifying the underrepresentation of designated group members at all occupational levels within our workforce, and will be used for comparison purposes in order to monitor the success of our Employment Equity Program.

### ***2. Why should everyone complete the Self-Identification Questionnaire?***

All employees are part of the workforce, therefore, the employment equity commitment can only be fully supported when all employees count themselves in. By providing your information we will be able to determine how the make-up of our workforce compares to the workforce in our area. Even if you are not a designated group member, you are helping the organization in ensuring social equality for all employees.

### ***3. Do questions on race or disability contravene human rights legislations and other laws?***

No. The *Canadian Human Rights Act* stipulates that it is not a discriminatory practice to collect information if it is intended to be used in adopting or carrying out a special program, plan or arrangement designed to eliminate discrimination of certain groups of individuals<sup>1</sup>.

### ***4. How will the information I provide be used?***

Your information will be used to create statistics about the make-up of our workforce. It will allow us to assess designated group representation in different occupational groups and levels, to set goals and to monitor progress in reaching those goals. With your permission, you may be contacted by human resources regarding specific initiatives for your designated group, including support measures and accommodation requirements. We may also seek your participation in the Employment Equity Committee, Advisory Committees or your advice on specific employment equity issues.

### ***5. Must I respond to this Questionnaire?***

Your response to the self-identification questionnaire is voluntary. However, an organization can make it mandatory for you to sign and return the questionnaire to human resources even if you choose not to fill out any of the information.

### ***6. Is it necessary for me to fill out a new questionnaire if I have completed one in the past?***

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<sup>1</sup> *Canadian Human Rights Act*, 2004, Section 16 (3).

Even if you have self-identified in the past, you are asked to complete the questionnaire at this time to ensure that you are counted in and counted correctly. Furthermore, by filling out this questionnaire you will ensure that our information is up-to-date.

***7. Will my information be kept confidential?***

Yes. The information you provide is protected by the *Privacy Act* and will be kept confidential. Furthermore, the *Employment Equity Act* states that self-identification information can only be used for employment equity purposes and your information will be kept separate from your personnel file. With permission, your information can be used to refer you for special training, participation in selection boards or other activities related to employment equity.

***8. How can I correct, change or access information about myself?***

Information about you can be corrected and/or changed by completing a new questionnaire and forwarding it to your Employment Equity Contact. You can also contact the head office payroll office if you want to access information related to you.

***9. I have been accommodated in the workplace. Should I still identify as a person with a disability?***

Yes. All persons with disabilities, including those who have been accommodated in the workplace are asked to self-identify. It is important to do so because accommodation and self-identification are not always linked.

***10. Can I identify in more than one group?***

Yes. The *Employment Equity Regulations* permit employees to identify in more than one designated group. The self-identification questionnaire includes definitions to help you accurately identify which group(s) you may belong to.

***11. Can anyone else identify me?***

No. You are responsible for your own identification. By law, your manager or supervisor or even your colleagues cannot provide this information unless you authorize them to do so.