

Self-Identification Questionnaire

Instructions

TelePhoto Technologies is working to ensure that all employees are treated fairly. We believe in the principle of employment equity in the workplace, to ensure that women, Aboriginal peoples, persons with disabilities and visible minorities are equally represented at all levels of the organization. We also believe that our employment equity program ensures that our practices of hiring and promoting are based on qualifications and ability.

As part of our Employment Equity Program, we collect information about our workforce. Identifying as a member of a designated group (woman, Aboriginal person, person with a disability, visible minority) in Sections B to E will help create an accurate picture of our workforce. We would like to assure our employees that our workforce is a safe environment in which to self-identify. It is also possible to ask for the accommodation that you need in order to fulfill your job functions to the best of your potential.

Your response to the self-identification questionnaire is voluntary. It is however mandatory to complete Section A, sign in Section I and return the questionnaire to Susan Quinn, our Employment Equity Coordinator, even if you choose not to fill out any additional information.

The responses that you provide on this form will be retained for statistical purposes and its confidentiality is protected. We encourage you to review, update and correct information about yourself at any time, and you can be assured that it will not be used for unauthorized purposes.

This questionnaire is also available on our website at www.telephotoent.com.

- A.** Name: _____
- Location: _____
- Position: _____
- Employee Number: _____
- Employee Status: Full Time
- Part-Time
- Temporary

B. Gender:

Female Male

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

An **Aboriginal** person is a North American Indian, Métis or Inuit and/or a Treaty Indian or a Registered Indian and/or a member of an Indian Band/First Nation.

Are you an Aboriginal person?

Yes No

D. Visible Minorities

Members of a visible minority are persons in Canada (other than Aboriginal persons, defined above) who are non-white in colour or race, regardless of the place of birth or citizenship.

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

- Black
- Non-white Latin American (including indigenous persons from Central and South America)
- East Asian (e.g., Chinese, Japanese, Korean)
- South Asian/East Indian (e.g., Indian, Pakistani, Bangladeshi, East Indians from Guyana, Trinidad, East Africa)
- Southeast Asian (e.g., Burmese, Cambodian, Filipino, Laotian, Thai, Vietnamese)
- Non-white West Asian, North African or Arab (e.g., Iranian, Lebanese, Egyptian, Libyan)
- Persons 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 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(s) and who consider themselves to be at a disadvantage in the workforce by reason of that impairment, or who believe that an organization is likely to consider them to be disadvantaged on account of that impairment. This also includes persons whose impairments have been accommodated in the workplace (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**
difficulty using hands or arms, such as grasping objects or using a keyboard
- **Mobility**
difficulty moving around from one office to another, walking long distances or using stairs
- **Blind or Visually Impaired**
unable to see or difficulty seeing, glaucoma, but do not include yourself if you can see well with glasses or contact lenses
- **Speech**
unable to speak or difficulty speaking and being understood
- **Deaf or Hard of Hearing**
unable to hear or difficulty hearing
- **Other Disabilities**
learning, developmental and other types of disabilities

Are you a person with a disability?

Yes No

F. Additional Data for Accommodation Purposes

Please specify how we may accommodate you to help you participate fully in the workplace. If implemented, we want to assure you that these accommodation measures will in no way impact negatively on your hiring, training, promotion and retention in our organization.

G. Voluntary Employee Participation

- 1) Please indicate below if you wish to have your employment equity self-identification information used for particular employment equity initiatives.

Yes No

- 2) 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 agree to be contacted directly by the Employment Equity Coordinator or your Regional Operations Manager for such a purpose, please check "Yes" below.

Yes No

H. Employee Comments

If you have any comments/feedback for us on our employment equity program, we would like to hear from you. Rest assured, all comments will be kept confidential. Please contact the Employment Equity Coordinator by phone (905-670-5230 ext. 30 or 1-800-268-9976 ext.30) or email (susan.quinn@telephotoent.com).

I. Employee Signature

Signature: _____ Date: _____

Thank you for your participation!

Please return this form in the envelope provided to:

TelePhoto Technologies Inc.

1-1630 Trinity Drive

Mississauga, ON L5T 1L6

Attn.: Susan Quinn