

EMPLOYER IDENTIFICATION, REPORT SUMMARY AND CERTIFICATE OF ACCURACY

Form **1**

NOTE: SEE INSTRUCTIONS TO COMPLETE ALL FORMS

										Reporting Period	
IDENTIFICATION	NAME OF EMPLOYER ▶	FULL LEGAL NAME ①				COMMON OR BUSINESS NAME ②					
	ADDRESS ▶	ADDRESS OF PRINCIPAL PLACE OF BUSINESS ③				MAILING ADDRESS ④					
	OFFICERS ▶	NAME OF CHIEF EXECUTIVE OFFICER OF EMPLOYER ⑤				NAME OF OFFICER RESPONSIBLE FOR EMPLOYMENT EQUITY ⑦					
	POSITION ▶	POSITION TITLE ⑥				POSITION TITLE ⑧			TELEPHONE NUMBER ⑨		
REPORT SUMMARY	INDUSTRIAL SECTOR(S) ▶	⑩ INDUSTRIAL SECTOR 1			NO. OF EMPLOYEES		GEOGRAPHICAL AREAS (INDICATE NUMBER OF EMPLOYEES LOCATED IN EACH AREA) ▶	⑰ CENSUS METROPOLITAN AREAS		⑱ PROVINCES/TERRITORIES	
		⑪ INDUSTRIAL SECTOR 2			NO. OF EMPLOYEES					ONT. QUE. N.S. N.B. MAN. B.C. P.E.I SASK. ALTA. N.L. Y.T. N.W.T. NVT.	
		⑫ INDUSTRIAL SECTOR 3			NO. OF EMPLOYEES						
		⑬ INDUSTRIAL SECTOR 4			NO. OF EMPLOYEES						
	EMPLOYMENT STATUS CATEGORIES ▶	⑭ NUMBER OF PERMANENT FULL-TIME EMPLOYEES		⑮ NUMBER OF PERMANENT PART-TIME EMPLOYEES		⑯ NUMBER OF TEMPORARY EMPLOYEES		⑰ TOTAL EMPLOYEES IN CANADA			
	CERTIFICATION	CERTIFICATION OF ACCURACY ▶	⑳ I, (Name) , CERTIFY ON BEHALF OF (Legal name of employer) THAT THE INFORMATION CONTAINED IN FORMS 1 TO 6 OF THIS REPORT IS TRUE AND ACCURATE IN EVERY RESPECT, TO THE BEST OF MY KNOWLEDGE AND BELIEF. DATE SIGNATURE _____								

Privacy Notice - LEEP Form 1

The information you provide to the Labour Program is collected under the authority of sections 18 and 42 of the [Employment Equity Act](#) (the Act) and sections 16 and 18 of the [Employment Equity Regulations](#) to file the employment equity annual report under the [Legislated Employment Equity Program](#) (LEEP).

Participation in the LEEP is mandatory. Refusal to provide personal information in Form 1 is a violation of the Act and will result in a monetary penalty being issued against your organization.

Note that subject to the Act, personal information collected in the LEEP employers' annual reports may be shared with the Canadian Human Rights Commission as well as other entities established by the Minister of Labour, Employment and Social Development Canada, or the Labour Program for research purposes. This information may also be used and made publically available upon request for policy analysis, research and evaluation purposes. However, these additional uses and disclosures of the personal information collected will never result in an administrative decision being made about you or those employed in your organization.

The personal information you submit is administered in accordance with the [Employment Equity Act](#), the [Department of Employment and Social Development Act](#), and the [Privacy Act](#). You have the right to the protection of, and access to, your personal information, which is described in Personal Information Bank [ESDC PPU 739 - Workplace Equity](#). Read [Information about Programs and Information Holdings](#) for instructions on how to access this information or visit your [Service Canada Office](#).

You have the right to file a complaint with the [Office of the Privacy Commissioner of Canada](#) regarding the institution's handling of your personal information.