



Authorization Form to Access the Workplace Equity Information Management System (WEIMS)

SUMMARY

[WEIMS](#) is an online system that helps employers:

- submit their Legislated Employment Equity Program annual reports
- fulfill their Federal Contractors Program obligations

To access the system:

- complete this form
- manually or digitally sign it, and
- email a copy in Portable Document Format (PDF) to: ee-eme@hrsdc-rhdcc.gc.ca.

Please ensure you read the Requirements of Use and Privacy Notice before signing.

Identify the program that applies to your organization (check one) and insert either your employer number or your agreement number:

☐ Legislated Employment Equity Program (LEEP)	Employer Number: _____
☐ Federal Contractors Program (FCP)	Agreement Number: _____

I, _____, on behalf of _____,
(full name of senior official) (legal name of employer)
hereby request access to WEIMS be given to the following person(s):

Person 1:	
Full Name:	Email:
Title:	Phone Number:

Person 2:	
Full Name:	Email:
Title:	Phone Number:

I, the undersigned, withdraw the access to WEIMS previously given to the following person(s): *(If none, then leave blank.)*

Person 1:	
Full Name:	Email:

Person 2:	
Full Name:	Email:

Person with Signing Authority:	
Full Name:	Email:
Title:	Phone Number:
Signature :	Date (YYYY-MM-DD) :

Requirements of Use

The Labour Program requires the authorization form to:

- give access to the system to new users
- authorize a change of employee access
- enable one or more of your employees to view and/or change data within your organization's file

The form must be signed by an individual with signing authority on behalf of your organization. This ensures that your employment equity-related data is only available to those who have been given access privileges.

Please be aware that it is your organization's responsibility to advise the Labour Program whenever you need to change the employees who may access the system.

If you do not know who in your organization currently has access to WEIMS, email us at ee-eme@hrsdc-rhdcc.gc.ca.

Privacy Notice

The information you provide on this form is collected under the authority of sections 18 and 42 of the [Employment Equity Act](#) (the Act). Completing this form will give you or the employees you named on the form access to WEIMS, which enables you to:

- prepare and submit your organization's employment equity annual report for the [Legislated Employment Equity Program](#)
- prepare compliance-related documents for the [Federal Contractors Program](#), and
- use tools to help your organization meet and implement its employment equity obligations

While using WEIMS is voluntary, refusal to provide information on your organization, its head office, chief executive officer, employment equity contact, and signatory will mean that you cannot access the system. Your employee data and manual calculations will also need to be done using the employment equity forms available via [Service Canada](#).

Note that subject to the Act, personal information collected in the [Legislated Employment Equity Program](#) 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 publicly 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 also administered in accordance with the [Employment Equity Act](#), [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 also have the right to file a complaint with the [Office of the Privacy Commissioner of Canada](#) about the handling of your personal information.