



Narrative Report

Any fields marked with an asterisk (*) are required.

Organization Overview

Provide an overview of your organization during the reporting period, such as a brief statement on its business activity, corporate structure and geographic operating locations. When applicable, include information on acquisitions, mergers, transfers of employees, layoffs, strikes, reorganizations and other changes, as well as a general synopsis of the business climate (e.g., economic and industrial conditions).

1. Was your organization affected by a strike during the reporting year? * ☐ Yes ☐ No

If yes, what was the strike's start date? and end date?

2. Did your organization take part in any acquisitions or mergers? * ☐ Yes ☐ No

If yes, describe

Additional information about your organization

Quantitative Information

Describe any unusual variances between the numerical reports (Forms 1 to 6) submitted this year and those submitted last year. Describe, in brief, the statistical situation of designated group members, including overall representation and, in numerical terms, how hirings, promotions and terminations contributed to your reported progress or decline. Include numerical information to reflect any corporate events or changes described in the Organization Overview section (e.g., an acquisition).

During the reporting year:

1. Did you distribute a new self-identification survey? * ☐ Yes ☐ No
2. Did any of your employees move from a provincially regulated subsidiary to a federally regulated subsidiary or vice-versa? * ☐ Yes ☐ No
If yes, insert the number of employees affected.
3. Did any of your employees change employment status (e.g. from part-time to full-time)? * ☐ Yes ☐ No
4. Did you change the National Occupation Classification codes of employees? * ☐ Yes ☐ No
5. Did any employees take or return from long-term leaves of absence? * ☐ Yes ☐ No
6. Were any employees posted abroad or returned from abroad? * ☐ Yes ☐ No

Additional information

Qualitative Measures and Results

Definition of a Measure: According to paragraph 18(6) of the *Employment Equity Act*, employers must describe measures taken during the reporting year to implement employment equity in their Narrative Reports. This includes all of the practices implemented in your organization which ensured an equitable working environment. A valid measure is designed to benefit designated group members.

Definition of a Result: Paragraph 18(6)(a) of the *Employment Equity Act* requires that employers describe the results achieved during the reporting year in their Narrative Reports. Results are most often related to a measure implemented in the same reporting year, but may also be linked to a measure implemented in a previous year. Please record all of the results achieved during the reporting year.

Category *

- ☐ Equity Environment
- ☐ Promotion
- ☐ Reasonable Accommodation
- ☐ Recruitment
- ☐ Communications
- ☐ Retention and Termination
- ☐ Training and Development

Equity Environment Measure Details

Equity Environment Result Details

Promotion Measure Details

Promotion Result Details

Reasonable Accommodation Measure Details

Reasonable Accommodation Result Details

Recruitment Measure Details

Recruitment Result Details

Communications Measure Details

Communications Result Details

Retention and Termination Measure Details

Retention and Termination Result Details

Training and Development Measure Details

Training and Development Results Details

Constraints

Describe any constraints or restrictions encountered by your organization in implementing equity during the reporting year. Such constraints may include, but are not limited to, the availability of designated group members, your geographical situation, problems related to self-identification, and legal or technical requirements.

Consultations with Employee Representatives

You must report on the consultations your organization held between management and union and/or other employee representatives about the development, implementation or progress of employment equity during the reporting period.

1. Did consultations take place within your organization during the reporting year? *

☐ Yes

☐ No

2. When did these consultations take place?

3. Who attended the meetings on behalf of employees?

4. Who attended the meetings on behalf of management?

5. What topics were discussed?

Future Strategies

Describe your organization's short-term and long-term employment equity initiatives.

Short-term Employment Equity Initiatives *

Long-term Employment Equity Initiatives *