



**APPLICATION FOR EXTENSION TO SUBMIT COMPLIANCE ASSESSMENT
INFORMATION**

Federal Contractors Program

As per Appendix D – The Federal Contractors Program for Employment Equity of Treasury Board’s *Contracting Policy*, contractors with a resident workforce of 100 or more employees who are awarded goods and services contracts of \$1 million or more are required to implement employment equity, submit information on their workforce and undergo a compliance assessment. If an unforeseen situation arises that prevents the contractor from meeting the submission of information deadline, the organization may submit an application for an extension. The application must be completed as outlined below and signed by a senior official of the corporation (e.g., chief executive officer, president or vice-president, authorized manager). Once completed, the form must be sent by email to: ce-eme@hrsdc-rhdcc.gc.ca.

I, the undersigned, on behalf of (legal name of organization) **Nokia Canada Inc.** (hereafter referred to as “the organization”) and (Agreement to Implement Employment Equity number) **060175**, agree to the following statements:

1. I have the authority to sign on behalf of the organization. My signature has the value of legally binding this organization to the statements made in this document, and to the possible consequences of being found in non-compliance with the Federal Contractors Program.
2. I am making the claim that the organization is unable to submit the documentation for the compliance assessment within the deadline as required by the Federal Contractors Program.
3. I am therefore requesting an extension until (date) May 1, 2019 for the following reason(s):

(Please describe) **Alcatel-Lucent Canada Inc. amalgamated with Nokia Solutions and Networks Canada Inc. to form Nokia Canada Inc. on April 1, 2018. We are working to combine and update data.**

4. As a senior official of the organization, I hereby declare that all of these statements are correct to the best of my knowledge, and I am requesting an extension.

Name: **Richard T. Herald**

Position Title: **President, Nokia Canada Inc.**

Email address: [redacted] **@nokia.com**

Telephone number [redacted]

Business address: **600 March Road, Ottawa, ON K2K 2T6**

Signature [redacted]

Date: **January 25, 2019**



Employment and
Social Development Canada

Emploi et
Développement social Canada

s.19(1)

From: Arnaoudova, Olga O [NC] <olga.arnaoudova@labour-travail.gc.ca> **On Behalf Of** EE-EME
Sent: March 6, 2019 3:54 PM
To: [REDACTED]
Subject: Extension to Submit Federal Contractors Program Compliance Assessment Information - 060175

Good afternoon,

You have requested an extension to submit your organization's information for the compliance assessment under the Federal Contractors Program beyond the initial deadline set by the Labour Program of Employment and Social Development Canada.

As requested, we hereby confirm that we grant you an extension until **May 1, 2019**.

Should you have any questions regarding your compliance assessment, do not hesitate to contact our office.

Équipe de l'équité en emploi / Workplace Equity Team

Direction de l'équité en milieu de travail, Programme du travail
Emploi et Développement social Canada / Gouvernement du Canada
ee-eme@hrsdc-rhdcc.gc.ca

Workplace Equity Division, Labour Program
Employment and Social Development Canada / Government of Canada
ee-eme@hrsdc-rhdcc.gc.ca



Rejoignez-vous au Forum de l'équité, la diversité et l'inclusion en milieu de travail (FEDMI) en ligne, un espace collaboratif pour employeurs. Envoyez-nous un courriel pour vous joindre.
Join the online Workplace Equity, Diversity and Inclusion Forum (WEDIF), a collaborative space for employers. Send us an email to join!

Workplace Equity Information Management System - Nokia Canada Inc.

Workforce Analysis - Detailed Report

Date: 2018-12-31

Women

Employment Equity Occupational Group	Internal Location	All Employees #	Representation		Women Availability		Gap #	Recruitment Area
			#	%	%	#		
01 : Senior Managers	National	13	2	15.4 %	27.6 %	4	2	National
02 : Middle and Other Managers	National	302	81	26.8 %	39.4 %	119	38	National
03 : Professionals		1580	315	19.9 %	14.9 %	235	80	
1111 : Financial auditors and accountants	National	3	1	33.3 %	56.0 %	2	3	National
1112 : Financial and investment analysts	National	3	2	66.7 %	44.9 %	1	1	National
1121 : Human resources professionals	National	16	9	56.3 %	73.2 %	12	3	National
1122 : Professional occupations in business management consulting	National	121	31	25.6 %	42.7 %	52	21	National
1123 : Professional occupations in advertising, marketing and public relations	National	23	8	34.8 %	66.6 %	15	7	National
2133 : Electrical and electronics engineers	National	1384	247	17.8 %	10.7 %	148	99	National
2173 : Software engineers and designers	National	25	14	56.0 %	16.0 %	4	10	National
4112 : Lawyers and Quebec notaries	National	5	3	60.0 %	43.9 %	2	1	National
04 : Semi-Professionals and Technicians		29	6	20.7 %	11.0 %	3	3	
2241 : Electrical and electronics engineering technologists and technicians	Ontario	29	6	20.7 %	11.0 %	3	3	Ontario
07 : Administrative and Senior Clerical Personnel		41	26	63.4 %	77.0 %	32	6	
Employment Equity Occupational Group	Ottawa - Gatineau	38	23	60.5 %	76.8 %	29	8	Ottawa - Gatineau
Employment Equity Occupational Group	Toronto	3	3	100.0 %	79.1 %	2	1	Toronto
08 : Skilled Sales and Service Personnel		133	10	7.5 %	27.8 %	37	37	
6221 : Technical sales specialists - wholesale trade	Alberta	2	0	0.0 %	23.4 %	0	0	Alberta
6221 : Technical sales specialists - wholesale trade	British Columbia	2	0	0.0 %	27.9 %	1	3	British Columbia
6221 : Technical sales specialists - wholesale trade	Ontario	128	10	7.8 %	27.9 %	36	28	Ontario
6221 : Technical sales specialists - wholesale trade	Québec	1	0	0.0 %	29.9 %	0	0	Québec
10 : Clerical Personnel		81	58	71.6 %	65.6 %	53	5	
Employment Equity Occupational Group	Ottawa - Gatineau	78	55	70.5 %	65.7 %	51	4	Ottawa - Gatineau
Employment Equity Occupational Group	Toronto	3	3	100.0 %	65.5 %	2	1	Toronto



Workforce Analysis - Detailed Report

Date: 2018-12-31

Women

Employment Equity Occupational Group	Internal Location	All Employees #	Representation		Women Availability		Gap #	Recruitment Area
			#	%	%	#		
Total		2179	498	22.8 %	22.2 %	483	15	

Total may not equal sum of components due to rounding.

Sources: 2016 Census and employer's internal data

Workplace Equity Information Management System - Nokia Canada Inc.

Workforce Analysis - Detailed Report

Date: 2018-12-31

Aboriginal Peoples

Employment Equity Occupational Group	Internal Location	All Employees #	Aboriginal Peoples				Recruitment Area	
			Representation #	%	Availability %	Gap #		
01 : Senior Managers	National	13	0	0.0 %	3.2 %	0	0	National
02 : Middle and Other Managers	National	302	0	0.0 %	2.7 %	8	8	National
03 : Professionals		1580	14	0.9 %	1.0 %	16	3	
1111 : Financial auditors and accountants	National	3	0	0.0 %	1.4 %	0	0	National
1112 : Financial and investment analysts	National	3	0	0.0 %	0.8 %	0	0	National
1121 : Human resources professionals	National	16	0	0.0 %	3.1 %	0	0	National
1122 : Professional occupations in business management consulting	National	121	1	0.8 %	1.6 %	2	1	National
1123 : Professional occupations in advertising, marketing and public relations	National	23	1	4.3 %	2.1 %	0	1	National
2133 : Electrical and electronics engineers	National	1384	10	0.7 %	1.0 %	14	4	National
2173 : Software engineers and designers	National	25	2	8.0 %	0.6 %	0	2	National
4112 : Lawyers and Quebec notaries	National	5	0	0.0 %	1.9 %	0	0	National
04 : Semi-Professionals and Technicians		29	0	0.0 %	1.7 %	0	0	
2241 : Electrical and electronics engineering technologists and technicians	Ontario	29	0	0.0 %	1.7 %	0	0	Ontario
07 : Administrative and Senior Clerical Personnel		41	1	2.4 %	3.2 %	1	0	
Employment Equity Occupational Group	Ottawa - Gatineau	38	1	2.6 %	3.4 %	1	0	Ottawa - Gatineau
Employment Equity Occupational Group	Toronto	3	0	0.0 %	0.8 %	0	0	Toronto
08 : Skilled Sales and Service Personnel		133	0	0.0 %	1.2 %	2	2	
6221 : Technical sales specialists - wholesale trade	Alberta	2	0	0.0 %	2.8 %	0	0	Alberta
6221 : Technical sales specialists - wholesale trade	British Columbia	2	0	0.0 %	2.1 %	0	0	British Columbia
6221 : Technical sales specialists - wholesale trade	Ontario	128	0	0.0 %	1.2 %	2	2	Ontario
6221 : Technical sales specialists - wholesale trade	Québec	1	0	0.0 %	1.1 %	0	0	Québec
10 : Clerical Personnel		81	0	0.0 %	3.4 %	3	3	
Employment Equity Occupational Group	Ottawa - Gatineau	78	0	0.0 %	3.5 %	3	3	Ottawa - Gatineau
Employment Equity Occupational Group	Toronto	3	0	0.0 %	0.8 %	0	0	Toronto



Workforce Analysis - Detailed Report

Date: 2018-12-31

Aboriginal Peoples

Employment Equity Occupational Group	Internal Location	All Employees #	Aboriginal Peoples			Recruitment Area
			Representation #	Availability %	Gap #	
Total		2179	15	0.7 %	30	

Total may not equal sum of components due to rounding.

Sources: 2016 Census and employer's internal data

Workplace Equity Information Management System - Nokia Canada Inc.

Workforce Analysis - Detailed Report

Date: 2018-12-31

Members of Visible Minorities

Employment Equity Occupational Group	Internal Location	All Employees #	Members of Visible Minorities				Recruitment Area	
			Representation		Availability	Gap		
			#	%	%	#		
01 : Senior Managers	National	13	4	30.8 %	11.5 %	1	3	National
02 : Middle and Other Managers	National	302	48	15.9 %	17.6 %	53	5	National
03 : Professionals		1580	347	22.0 %	38.1 %	602	253	
1111 : Financial auditors and accountants	National	3	3	100.0 %	32.3 %	1	2	National
1112 : Financial and investment analysts	National	3	1	33.3 %	37.8 %	1	0	National
1121 : Human resources professionals	National	16	3	18.8 %	16.7 %	3	0	National
1122 : Professional occupations in business management consulting	National	121	15	12.4 %	26.4 %	32	12	National
1123 : Professional occupations in advertising, marketing and public relations	National	23	5	21.7 %	18.8 %	4	1	National
2133 : Electrical and electronics engineers	National	1384	314	22.7 %	39.6 %	548	214	National
2173 : Software engineers and designers	National	25	6	24.0 %	46.7 %	12	6	National
4112 : Lawyers and Quebec notaries	National	5	0	0.0 %	14.2 %	1	4	National
04 : Semi-Professionals and Technicians		29	4	13.8 %	30.6 %	9	5	
2241 : Electrical and electronics engineering technologists and technicians	Ontario	29	4	13.8 %	30.6 %	9	5	Ontario
07 : Administrative and Senior Clerical Personnel		41	5	12.2 %	16.0 %	7	2	
Employment Equity Occupational Group	Ottawa - Gatineau	38	4	10.5 %	14.1 %	5	1	Ottawa - Gatineau
Employment Equity Occupational Group	Toronto	3	1	33.3 %	40.6 %	1	0	Toronto
08 : Skilled Sales and Service Personnel		133	27	20.3 %	22.6 %	30	3	
6221 : Technical sales specialists - wholesale trade	Alberta	2	0	0.0 %	12.9 %	0	0	Alberta
6221 : Technical sales specialists - wholesale trade	British Columbia	2	1	50.0 %	26.1 %	1	0	British Columbia
6221 : Technical sales specialists - wholesale trade	Ontario	128	26	20.3 %	22.8 %	29	3	Ontario
6221 : Technical sales specialists - wholesale trade	Québec	1	0	0.0 %	10.9 %	0	0	Québec
10 : Clerical Personnel		81	16	19.8 %	19.4 %	16	0	
Employment Equity Occupational Group	Ottawa - Gatineau	78	16	20.5 %	18.2 %	14	2	Ottawa - Gatineau
Employment Equity Occupational Group	Toronto	3	0	0.0 %	52.2 %	2	2	Toronto



Workforce Analysis - Detailed Report

Date: 2018-12-31

Members of Visible Minorities

Employment Equity Occupational Group	Internal Location	All Employees #	Members of Visible Minorities Representation		Members of Visible Minorities Availability		Gap #	Recruitment Area
			#	%	%	#		
Total		2179	451	20.7 %	32.9 %	718	32.5 %	

Total may not equal sum of components due to rounding.

Sources: 2016 Census and employer's internal data

Workforce Analysis - Detailed Report

Date: 2018-12-31

Persons with Disabilities

Employment Equity Occupational Group	Internal Location	All Employees #	Persons with Disabilities			Recruitment Area
			Representation # %	Availability % #	Gap #	
01/02 : Managers	National	315	2 0.6 %	5.0 % 16	14	National
03 : Professionals	National	1580	12 0.8 %	8.9 % 141	129	National
04 : Semi-Professionals and Technicians	National	29	0 0.0 %	7.6 % 2	3	National
07 : Administrative and Senior Clerical Personnel	National	41	0 0.0 %	10.0 % 4	4	National
08 : Skilled Sales and Service Personnel	National	133	2 1.5 %	8.0 % 11	9	National
10 : Clerical Personnel	National	81	1 1.2 %	9.3 % 8	7	National
Total		2179	17 0.8 %	8.3 % 182	165	

Total may not equal sum of components due to rounding.

Sources: 2017 Canadian Survey on Disability and employer's internal data

Workforce Analysis - Detailed Report

Date: 2018-12-31

WFA Defaults - Women, Aboriginal Peoples and Visible Minorities

Employment Equity Occupational Group	Perform Analysis By	Recruitment Area
01 : Senior Managers	EEOG	National
02 : Middle and Other Managers	EEOG	National
03 : Professionals	NOC	National
04 : Semi-Professionals and Technicians	NOC	Provincial
07 : Administrative and Senior Clerical Personnel	EEOG	CMA
08 : Skilled Sales and Service Personnel	NOC	Provincial
10 : Clerical Personnel	EEOG	CMA



Workforce Analysis - Detailed Report

Date: 2018-12-31

WFA Defaults - Persons with Disabilities

Employment Equity Occupational Group	Perform Analysis By	Recruitment Area
01/02 : Managers	EEOG	National
03 : Professionals	EEOG	National
04 : Semi-Professionals and Technicians	EEOG	National
07 : Administrative and Senior Clerical Personnel	EEOG	National
08 : Skilled Sales and Service Personnel	EEOG	National
10 : Clerical Personnel	EEOG	National

Workforce Analysis - Summary Report

Date: 2018-12-31

Women

Employment Equity Occupational Group	All Employees #	Representation		Women Availability		Gap #
		#	%	%	#	
01 : Senior Managers	13	2	15.4 %	27.6 %	4	2
02 : Middle and Other Managers	302	81	26.8 %	39.4 %	119	38
03 : Professionals	1580	315	19.9 %	14.9 %	235	80
04 : Semi-Professionals and Technicians	29	6	20.7 %	11.0 %	3	3
07 : Administrative and Senior Clerical Personnel	41	26	63.4 %	77.0 %	32	6
08 : Skilled Sales and Service Personnel	133	10	7.5 %	27.8 %	37	27
10 : Clerical Personnel	81	58	71.6 %	65.6 %	53	5
Total	2179	498	22.8 %	22.2 %	483	15

Total may not equal sum of components due to rounding.

Workforce Analysis - Summary Report

Date: 2018-12-31

Aboriginal Peoples

Employment Equity Occupational Group	All Employees #	Aboriginal Peoples				
		Representation		Availability		Gap #
		#	%	%	#	
01 : Senior Managers	13	0	0.0 %	3.2 %	0	0
02 : Middle and Other Managers	302	0	0.0 %	2.7 %	8	8
03 : Professionals	1580	14	0.9 %	1.0 %	16	2
04 : Semi-Professionals and Technicians	29	0	0.0 %	1.7 %	0	0
07 : Administrative and Senior Clerical Personnel	41	1	2.4 %	3.2 %	1	0
08 : Skilled Sales and Service Personnel	133	0	0.0 %	1.2 %	2	2
10 : Clerical Personnel	81	0	0.0 %	3.4 %	3	3
Total	2179	15	0.7 %	1.4 %	30	15

Total may not equal sum of components due to rounding.

Workforce Analysis - Summary Report

Date: 2018-12-31

Members of Visible Minorities

Employment Equity Occupational Group	Members of Visible Minorities					
	All Employees	Representation		Availability		Gap
		#	#	%	%	
01 : Senior Managers	13	4	30.8 %	11.5 %	1	3
02 : Middle and Other Managers	302	48	15.9 %	17.6 %	53	3
03 : Professionals	1580	347	22.0 %	38.1 %	602	258
04 : Semi-Professionals and Technicians	29	4	13.8 %	30.6 %	9	5
07 : Administrative and Senior Clerical Personnel	41	5	12.2 %	16.0 %	7	2
08 : Skilled Sales and Service Personnel	133	27	20.3 %	22.6 %	30	3
10 : Clerical Personnel	81	16	19.8 %	19.4 %	16	0
Total	2179	451	20.7 %	32.9 %	718	267

Total may not equal sum of components due to rounding.



Workforce Analysis - Summary Report

Date: 2018-12-31

Persons with Disabilities

Employment Equity Occupational Group	All Employees #	Persons with Disabilities				Gap #
		Representation		Availability		
		#	%	%	#	
01/02 : Managers	315	2	0.6 %	5.0 %	16	14
03 : Professionals	1580	12	0.8 %	8.9 %	141	129
04 : Semi-Professionals and Technicians	29	0	0.0 %	7.6 %	2	3
07 : Administrative and Senior Clerical Personnel	41	0	0.0 %	10.0 %	4	4
08 : Skilled Sales and Service Personnel	133	2	1.5 %	8.0 %	11	9
10 : Clerical Personnel	81	1	1.2 %	9.3 %	8	7
Total	2179	17	0.8 %	8.3 %	182	166

Total may not equal sum of components due to rounding.



Workforce Analysis - Summary Report

Date: 2018-12-31

WFA Defaults - Women, Aboriginal Peoples and Visible Minorities

Employment Equity Occupational Group	Perform Analysis By	Recruitment Area
01 : Senior Managers	EEOG	National
02 : Middle and Other Managers	EEOG	National
03 : Professionals	NOC	National
04 : Semi-Professionals and Technicians	NOC	Provincial
07 : Administrative and Senior Clerical Personnel	EEOG	CMA
08 : Skilled Sales and Service Personnel	NOC	Provincial
10 : Clerical Personnel	EEOG	CMA



Workforce Analysis - Summary Report

Date: 2018-12-31

WFA Defaults - Persons with Disabilities

Employment Equity Occupational Group	Perform Analysis By	Recruitment Area
01/02 : Managers	EEOG	National
03 : Professionals	EEOG	National
04 : Semi-Professionals and Technicians	EEOG	National
07 : Administrative and Senior Clerical Personnel	EEOG	National
08 : Skilled Sales and Service Personnel	EEOG	National
10 : Clerical Personnel	EEOG	National

**Pages 5941 to / à 5979
are withheld pursuant to sections
sont retenues en vertu des articles**

19(1), 20(1)(c)

**of the Access to Information Act
de la Loi sur l'accès à l'information**

NOKIA CANADA INC.
 EMPLOYMENT EQUITY SURVEY - March 4, 2019
 RESULTS

Number of Self-Identification Surveys sent out to employees 2179
 Number of blank, partially and fully completed Self-ID Surveys 333
 Number of fully completed Self-ID Surveys returned 1846

GENDER

Survey Selection	# Empl
Female	498
Male	1681
TOTAL	2179

ABORIGINAL

Survey Selection	# Empl
Yes	15
No	1805
Chose Not to Disclose	31
No Survey Response	328
TOTAL	2179

VISIBLE MINORITY

Survey Selection	# Empl
Yes	451
No	1364
Chose Not to Disclose	35
No Survey Response	329
TOTAL	2179

PERSON WITH DISABILITY

Survey Selection	# Empl
Yes	17
No	1794
Chose Not to Disclose	35
No Survey Response	333
TOTAL	2179

**Pages 5981 to / à 5985
are withheld pursuant to sections
sont retenues en vertu des articles**

19(1), 20(1)(c)

**of the Access to Information Act
de la Loi sur l'accès à l'information**

From: Arnaoudova, Olga O [NC] **On Behalf Of** EE-EME

Sent: December 17, 2019 10:12 AM

To [REDACTED]@nokia.com>

Cc [REDACTED]@nokia.com>

Subject: Government of Canada Agreement Number: 060175 -- Notification of Compliance with the Federal Contractors Program (Nokia Canada Inc.)

Subject: Government of Canada Agreement Number: 060175 -- Notification of Compliance with the Federal Contractors Program

Cette information est également disponible en français sur demande.

Dear Richard Herald::

I am writing to inform you that the compliance assessment initiated on February 11, 2019 has been completed. As a result of the assessment, Nokia Canada Inc. has been found to be in compliance with the requirements of the Federal Contractors Program (FCP) under the Employment Equity Act.

The purpose of this initial assessment was to verify that your organization has taken steps to achieve employment equity by surveying its workforce, conducting a workforce analysis and setting hiring and promotion goals where gaps in the representation of the designated groups were identified.

Based on a review of the information submitted by your organization, you will find recommendations below for your consideration to ensure the ongoing success of Nokia Canada Inc.'s employment equity program.

- It is recommended that you continue to implement hiring practices that encourage recruitment in all four designated groups to avoid creating any new gaps in representation.
- Partnerships with colleges, universities or other professional associations can help identify qualified students or professionals that are part of the designated groups and consider them for permanent full-time and permanent part-time employment, when vacancies arise.
- It is recommended that an Employment Systems Review (ESR) be conducted to identify potential barriers to the recruitment and retention of individuals in the designated groups. Guidance on conducting an employment systems review is available on the Labour Program website (Step 2-2 of the modules): https://equity.esdc.gc.ca/sqiemt-weims/emp/W.2.3msM.1intInf.4%40-eng.jsp?&&cid=aide-help&_ga=2.252268041.1845905918.1519931408-1912045188.1507820070.

Next Steps

Under the terms of the FCP, your organization will be selected for subsequent compliance assessments every three years. The next assessment will be initiated on **February 11, 2022**. Future compliance assessments will continue to focus on the achievement of reasonable progress in meeting the goals established by your organization.

When your organization is notified of the next assessment, the following information will be required by the due date:

- Workforce data (Forms 1 to 6) at the national level;
- An updated workforce analysis; and

- A completed Achievement Report that includes revised short-term and long-term numerical goals for any gaps in representation.

These documents will allow the Labour Program to assess whether or not reasonable progress has been made since the previous assessment. If over the three year period reasonable progress has not been made, Nokia Canada Inc. will be required to demonstrate that it has made reasonable efforts to achieve its goals. We encourage your organization to develop an action plan to ensure that goals will be met.

The FCP does not prescribe measures to be undertaken. Each federal contractor is encouraged to implement employment equity in ways that are meaningful and relevant to their organization. Evidence of reasonable efforts could include:

- the implementation of initiatives to foster a diverse and inclusive workplace;
- measures to remove employment barriers;
- tailored programs to attract and retain designated group members in areas where they are under-represented; and
- the establishment of accountability mechanisms supported by senior management to ensure that goals are met.

You may also visit our website to access a number of tools. In particular, we encourage your organization to continue using the [Workplace Equity Information Management System \(WEIMS\)](#). WEIMS can assist you in generating your workforce analysis and contains other data analysis tools, including the Achievement Report, as well as a series of training modules.

Should you require any further information regarding your organization's obligations under the FCP, please contact Olga Arnaoudova at Olga.Arnaoudova@labour-travail.gc.ca.

Your cooperation during the course of this compliance assessment was appreciated and we wish Nokia Canada Inc. continued success in achieving a diverse and inclusive workplace.

Sincerely,
Workplace Equity Team

Workplace Equity Division, Labour Program
Employment and Social Development Canada / Government of Canada
ee-eme@hrsdc-rhdcc.gc.ca



[Un espace collaboratif pour les employeurs!](#) Joignez-vous au Forum de l'équité, la diversité et l'inclusion en milieu de travail (FEDIMT) en ligne. Envoyez-nous [un courriel](#) pour vous joindre!
[A collaborative space for employers!](#) Join the online Workplace Equity, Diversity and Inclusion Forum (WEDIF). Send us [an email](#) to join!