

s.19(1)

s.24(1)

Labour Program
Federal Contractors Program

OFFICIAL USE ONLY
Agreement N°:

Agreement to Implement Employment Equity

(All sections must be completed)

- New Agreement
 Revised Agreement

ORGANIZATION	
Legal Name of Organization CMI Interlangues Inc.	Parent company is located outside Canada <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Operating Name (if different from Legal Name of Organization)	Business Number [REDACTED]
Organization's North American Industry Classification System (NAICS) Code Number To find your organization's four-digit NAICS code please visit: http://www.statcan.gc.ca/subjects-sujets/standard-norme/naics-scian/2007/list-liste-eng.htm 61163	Total number of employees in Canada (Permanent Full-Time and/or Part-Time) 200 <input type="checkbox"/> Federally Regulated <input checked="" type="checkbox"/> Provincially Regulated

HEAD OFFICE			
Address (building number, street, suite, etc.) 444 MacLaren Street	City Ottawa	Province Ontario	Postal Code K2P 0M8
Telephone Number 613-236-3763			

EMPLOYMENT EQUITY CONTACT			
Name (print) Karyn Frew	Title Invoicing and Payroll Officer		
Telephone Number 613-236-3763 ext 25	E-mail Address invoicing@interlangues.ca	Preferred Language of Correspondence <input checked="" type="checkbox"/> English <input type="checkbox"/> French	

CERTIFICATION
The above-named organization: <ul style="list-style-type: none"> • having a combined workforce of 100 or more permanent full-time and permanent part-time employees in Canada, AND • intending to bid on, or being in receipt of, a federal government goods or services contract, standing offer or contract issued under a Supply Arrangement, valued at \$1,000,000 or more (including applicable taxes) hereby certifies its commitment to implement or maintain employment equity on an on-going basis, beyond the period of the procurement instrument, in keeping with the Federal Contractors Program requirements. For more information on how to implement employment equity please refer to: http://www.esdc.gc.ca/eng/labour/equality/fcp/index.shtml :
Important note: If an audit of the Agreement to Implement Employment Equity uncovers misrepresentation on the part of the organization, the procurement instrument(s) with the Government of Canada may be terminated.

SIGNATORY			
NOTE: The signatory must be the Chief Executive Officer OR an authorized person in an executive position with legal authority to sign a contract on behalf of the organization.			
Name (print) Christiane Millet	Title Director/Founder		
Telephone Number 613-236-3763	E-mail Address Christiane@interlangues.ca	Preferred Language of Correspondence <input checked="" type="checkbox"/> English <input type="checkbox"/> French	
Signature [REDACTED]	Date (YYYY-MM-DD) 2016-06-21		

The information you provide on this form is collected under the authority of section 42 of the *Employment Equity Act* to determine your eligibility for the Federal Contractors Program (FCP).

Completion of this form is mandatory. Refusal to provide personal information will result in the organization's name being placed on the FCP Limited Eligibility to Bid List, loss of the right to bid on federal government goods or services contracts of any value and may also result in the termination of the contract.

The information you provide may be used and/or disclosed for policy analysis, research and/or evaluation purposes. However, these additional uses and/or disclosures of your personal information will never result in an administrative decision being made about you.

Your personal information is administered in accordance with the *Privacy Act* and other applicable laws. You have the right to the protection of, and access to, your personal information, which is described in Personal Information Bank ESDC PPU 721. Instructions for obtaining this information are outlined in the government publication entitled *Info Source*, which is available at the following website address: <http://www.infosource.gc.ca>. *Info Source* may also be accessed online at any Service Canada Centre.

RETURN INSTRUCTIONS
IMPORTANT <ul style="list-style-type: none"> • The signed Agreement to Implement Employment Equity form must be sent to the Labour Program by e-mail at: ee-eme@hrsdcc-rhdcc.gc.ca.



Workplace Equity Information Management System - CMI Interlangues Inc.

Workforce Analysis - Detailed Report

Date: 2017-02-20

Women

Employment Equity Occupational Group	Internal Location	All Employees #	Representation		Women Availability		Gap #	Recruitment Area
			#	%	%	#		
01 : Senior Managers	National	1	1	100.0 %	27.4 %	0	1	National
03 : Professionals		45	31	68.9 %	53.8 %	24	7	
4021 : College and other vocational instructors	National	45	31	68.9 %	53.8 %	24	7	National
05 : Supervisors		4	3	75.0 %	50.7 %	2	1	
Employment Equity Occupational Group	Ottawa - Gatineau	4	3	75.0 %	50.7 %	2	1	Ottawa - Gatineau
07 : Administrative and Senior Clerical Personnel		1	1	100.0 %	77.2 %	1	0	
Employment Equity Occupational Group	Ottawa - Gatineau	1	1	100.0 %	77.2 %	1	0	Ottawa - Gatineau
10 : Clerical Personnel		4	2	50.0 %	65.8 %	3	-1	
Employment Equity Occupational Group	Ottawa - Gatineau	4	2	50.0 %	65.8 %	3	-1	Ottawa - Gatineau
Total		55	38	69.1 %	54.4 %	30	8	

Total may not equal sum of components due to rounding.

Sources: 2011 National Household Survey and employer's internal data



Workplace Equity Information Management System - CMI Interlangues Inc.

Workforce Analysis - Detailed Report

Date: 2017-02-20

Aboriginal Peoples

Employment Equity Occupational Group	Internal Location	All Employees #	Aboriginal Peoples Representation		Aboriginal Peoples Availability		Gap #	Recruitment Area
			#	%	%	#		
01 : Senior Managers	National	1	0	0.0 %	2.9 %	0	0	National
03 : Professionals		45	0	0.0 %	2.4 %	1	-1	
4021 : College and other vocational instructors	National	45	0	0.0 %	2.4 %	1	-1	National
05 : Supervisors		4	0	0.0 %	2.7 %	0	0	
Employment Equity Occupational Group	Ottawa - Gatineau	4	0	0.0 %	2.7 %	0	0	Ottawa - Gatineau
07 : Administrative and Senior Clerical Personnel		1	0	0.0 %	3.2 %	0	0	
Employment Equity Occupational Group	Ottawa - Gatineau	1	0	0.0 %	3.2 %	0	0	Ottawa - Gatineau
10 : Clerical Personnel		4	0	0.0 %	2.8 %	0	0	
Employment Equity Occupational Group	Ottawa - Gatineau	4	0	0.0 %	2.8 %	0	0	Ottawa - Gatineau
Total		55	0	0.0 %	2.5 %	1	-1	

Total may not equal sum of components due to rounding.

Sources: 2011 National Household Survey and employer's internal data



Workplace Equity Information Management System - CMI Interlangues Inc.

Workforce Analysis - Detailed Report

Date: 2017-02-20

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
			#	%	%	#		
01 : Senior Managers	National	1	0	0.0 %	10.1 %	0	0	National
03 : Professionals		45	12	26.7 %	13.4 %	6	6	
4021 : College and other vocational instructors	National	45	12	26.7 %	13.4 %	6	6	National
05 : Supervisors		4	0	0.0 %	14.7 %	1	-1	
Employment Equity Occupational Group	Ottawa - Gatineau	4	0	0.0 %	14.7 %	1	-1	Ottawa - Gatineau
07 : Administrative and Senior Clerical Personnel		1	1	100.0 %	12.2 %	0	1	
Employment Equity Occupational Group	Ottawa - Gatineau	1	1	100.0 %	12.2 %	0	1	Ottawa - Gatineau
10 : Clerical Personnel		4	1	25.0 %	14.7 %	1	0	
Employment Equity Occupational Group	Ottawa - Gatineau	4	1	25.0 %	14.7 %	1	0	Ottawa - Gatineau
Total		55	14	25.5 %	13.5 %	8	6	

Total may not equal sum of components due to rounding.

Sources: 2011 National Household Survey and employer's internal data



Workplace Equity Information Management System - CMI Interlangues Inc.

Workforce Analysis - Detailed Report

Date: 2017-02-20

Persons with Disabilities

Employment Equity Occupational Group	Internal Location	All Employees #	Persons with Disabilities		Availability %	Gap #	Recruitment Area	
			Representation #	Representation %				
01/02 : Managers	National	1	0	0.0 %	4.3 %	0	0	National
03 : Professionals	National	45	1	2.2 %	3.8 %	2	-1	National
05 : Supervisors	National	4	0	0.0 %	13.9 %	1	-1	National
07 : Administrative and Senior Clerical Personnel	National	1	0	0.0 %	3.4 %	0	0	National
10 : Clerical Personnel	National	4	0	0.0 %	7.0 %	0	0	National
Total		55	1	1.8 %	4.8 %	3	-2	

Total may not equal sum of components due to rounding.

Sources: 2012 Canadian Survey on Disability and employer's internal data



Workforce Analysis - Detailed Report

Date: 2017-02-20

WFA Defaults - Women, Aboriginal Peoples and Visible Minorities

Employment Equity Occupational Group	Perform Analysis By	Recruitment Area
01 : Senior Managers	EEOG	National
03 : Professionals	NOC	National
05 : Supervisors	EEOG	CMA
07 : Administrative and Senior Clerical Personnel	EEOG	CMA
10 : Clerical Personnel	EEOG	CMA



Workforce Analysis - Detailed Report

Date: 2017-02-20

WFA Defaults - Persons with Disabilities

Employment Equity Occupational Group	Perform Analysis By	Recruitment Area
01/02 : Managers	EEOG	National
03 : Professionals	EEOG	National
05 : Supervisors	EEOG	National
07 : Administrative and Senior Clerical Personnel	EEOG	National
10 : Clerical Personnel	EEOG	National



Workplace Equity Information Management System - CMI Interlangues Inc.

Workforce Analysis - Summary Report

Date: 2017-02-20

Women

Employment Equity Occupational Group	All Employees #	Representation		Women Availability		Gap #
		#	%	%	#	
01 : Senior Managers	1	1	100.0 %	27.4 %	0	1
03 : Professionals	45	31	68.9 %	53.8 %	24	7
05 : Supervisors	4	3	75.0 %	50.7 %	2	1
07 : Administrative and Senior Clerical Personnel	1	1	100.0 %	77.2 %	1	0
10 : Clerical Personnel	4	2	50.0 %	65.8 %	3	-1
Total	55	38	69.1 %	54.4 %	30	8

Total may not equal sum of components due to rounding.



Workplace Equity Information Management System - CMI Interlangues Inc.

Workforce Analysis - Summary Report

Date: 2017-02-20

Aboriginal Peoples

Employment Equity Occupational Group	Aboriginal Peoples					
	All Employees	Representation		Availability		Gap
	#	#	%	%	#	#
01 : Senior Managers	1	0	0.0 %	2.9 %	0	0
03 : Professionals	45	0	0.0 %	2.4 %	1	-1
05 : Supervisors	4	0	0.0 %	2.7 %	0	0
07 : Administrative and Senior Clerical Personnel	1	0	0.0 %	3.2 %	0	0
10 : Clerical Personnel	4	0	0.0 %	2.8 %	0	0
Total	55	0	0.0 %	2.5 %	1	-1

Total may not equal sum of components due to rounding.



Workplace Equity Information Management System - CMI Interlangues Inc.

Workforce Analysis - Summary Report

Date: 2017-02-20

Members of Visible Minorities

Employment Equity Occupational Group	All Employees #	Members of Visible Minorities Representation		Members of Visible Minorities Availability		Gap #
		#	%	%	#	
01 : Senior Managers	1	0	0.0 %	10.1 %	0	0
03 : Professionals	45	12	26.7 %	13.4 %	6	6
05 : Supervisors	4	0	0.0 %	14.7 %	1	-1
07 : Administrative and Senior Clerical Personnel	1	1	100.0 %	12.2 %	0	1
10 : Clerical Personnel	4	1	25.0 %	14.7 %	1	0
Total	55	14	25.5 %	13.5 %	8	6

Total may not equal sum of components due to rounding.



Workplace Equity Information Management System - CMI Interlangues Inc.

Workforce Analysis - Summary Report

Date: 2017-02-20

Persons with Disabilities

Employment Equity Occupational Group	Persons with Disabilities					
	All Employees	Representation		Availability		Gap
	#	#	%	%	#	#
01/02 : Managers	1	0	0.0 %	4.3 %	0	0
03 : Professionals	45	1	2.2 %	3.8 %	2	-1
05 : Supervisors	4	0	0.0 %	13.9 %	1	-1
07 : Administrative and Senior Clerical Personnel	1	0	0.0 %	3.4 %	0	0
10 : Clerical Personnel	4	0	0.0 %	7.0 %	0	0
Total	55	1	1.8 %	4.8 %	3	-2

Total may not equal sum of components due to rounding.



Workforce Analysis - Summary Report

Date: 2017-02-20

WFA Defaults - Women, Aboriginal Peoples and Visible Minorities

Employment Equity Occupational Group	Perform Analysis By	Recruitment Area
01 : Senior Managers	EEOG	National
03 : Professionals	NOC	National
05 : Supervisors	EEOG	CMA
07 : Administrative and Senior Clerical Personnel	EEOG	CMA
10 : Clerical Personnel	EEOG	CMA



Workforce Analysis - Summary Report

Date: 2017-02-20

WFA Defaults - Persons with Disabilities

Employment Equity Occupational Group	Perform Analysis By	Recruitment Area
01/02 : Managers	EEOG	National
03 : Professionals	EEOG	National
05 : Supervisors	EEOG	National
07 : Administrative and Senior Clerical Personnel	EEOG	National
10 : Clerical Personnel	EEOG	National

Short-term Goal Setting Tool

CMI Interlangues

2017-02-18

A	B Data entry from from Workforce Analysis	C Date entry	D B x C x 3	E Data entry	F B x E x 3	G D + F	H Data entry from from Workforce Analysis	I Equivalent to E	J H x I x 3	K (D x N) - O + J	L G x M	M Data entry	N Data entry from from Workforce Analysis	O Data entry from from Workforce Analysis	P (H - J + L) - ((B + D) x N)	Q H ÷ B	R (H - J + L) ÷ (B + D)
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Employment Equity Occupational Group (EEOG)	All Employees 2016/12/30 #	Growth (New Positions)		Turnover (Replacement of Terminated Employees)		Anticipated Hires Over 3 Years #	WOMEN										
		Annually %	Over 3 Years #	Annually %	Over 3 Years #		Number #	Turnover (Replacement of Terminated Employees)		Hires Required #	3 Year Goals 2017-2020		Present Availability %	Present Gap #	Projected Gap #	Present Representation %	Projected Representation in 3 Years %
								Annually %	Over 3 Years #		Annually %	Over 3 Years #					
		#	%	#	%		#	%	#	%	#	%	#	%	#	%	#
Senior Managers	1	0.0%	0	0.0%	0	0	1	0.0%	0	-1	0	50.0%	27.4%	1	1	100.0%	100.0%
Middle & Other Managers	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	0			0	#DIV/0!	#DIV/0!	
Professionals	45	8.0%	11	25.0%	34	45	31	25.0%	23	22	23	50.0%	53.8%	7	1	68.9%	55.4%
Semi-Professionals & Technicians	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	0			0	#DIV/0!	#DIV/0!	
Supervisors	4	10.0%	1	10.0%	1	2	3	10.0%	1	1	1	50.0%	50.7%	1	0	75.0%	60.0%
Supervisors: Crafts & Trades	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	0			0	#DIV/0!	#DIV/0!	
Administrative & Senior Clerical Personnel	1	50.0%	2	0.0%	0	2	3	0.0%	0	1	1	50.0%	50.7%	0	2	300.0%	133.3%
Skilled Sales & Service Personnel	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	0			0	#DIV/0!	#DIV/0!	
Skilled Crafts & Trades Workers	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	0			0	#DIV/0!	#DIV/0!	
Clerical Personnel	4	15.0%	2	20.0%	2	4	4	20.0%	2	4	2	50.0%	65.8%	-1	0	100.0%	66.7%
Intermediate Sales & Service Personnel	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	0			0	#DIV/0!	#DIV/0!	
Semi-Skilled Manual Workers	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	0			0	#DIV/0!	#DIV/0!	
Other Sales & Service Personnel	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	0			0	#DIV/0!	#DIV/0!	
Other Manual Workers	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	0			0	#DIV/0!	#DIV/0!	

Summary of Goals
CMI Interlangues
2017-02-18

Women

Workforce Analysis Results			Goals		Comments
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term (1 to 3 years)	Long-term (3 years or more)	
#	Description	#	#	%	
01	Senior Managers	1	0	0	
03	Professionals	7	23	50	
05	Supervisors	1	1	50	
07	Admin & Sr. Clerical Personnel	0	1	50	
10	Clerical Personnel	-1	2	50	

Aboriginal Peoples

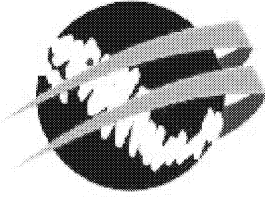
Workforce Analysis Results			Goals		Comments
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term (1 to 3 years)	Long-term (3 years or more)	
#	Description	#	#	%	
01	Senior Managers	0	0	0	
03	Professionals	-1	1	2	Difficulty in finding qualified candidates.
05	Supervisors	0	0	0	
07	Admin & Sr, Clerical Personnel	0	0	0	
10	Clerical Personnel	0	0	2	

Persons with Disabilities

Workforce Analysis Results			Goals		Comments
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term (1 to 3 years)	Long-term (3 years or more)	
#	Description	#	#	%	
01	Senior Managers	0	0		
03	Professionals	2	2	2	Some disabilities preclude employment as a language instructor.
05	Supervisors	-4	0	0	
07	Admin & Sr, Clerical Personnel	0	0	0	
10	Clerical Personnel	0	0	0	

Members of Visible Minorities

Workforce Analysis Results			Goals		
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term (1 to 3 years)	Long-term (3 years or more)	Comments
#	Description	#	#	%	
01	Senior Managers	0	0	0	
03	Professionals	6	20	45	
05	Supervisors	6	1	25	
07	Admin & Sr, Clerical Personnel	-1	1	50	
10	Clerical Personnel	1	2	50	



CMI Interlangues Self-Identification Questionnaire

Instructions

Interlangues believes that all employees should be treated fairly. We promote employment equity in the workplace to ensure that women, Aboriginal peoples, persons with disabilities and visible minorities are fully represented at all levels of our organization. Our employment equity program will ensure that our hiring and promotion practices are based on qualifications and ability.

As part of our employment equity program, we are collecting information about our workforce through this questionnaire. Identifying as a member of a designated group (women, Aboriginal peoples, persons with disabilities and visible minorities) in Sections B to E will help create an accurate picture of our workforce. We assure you that our workplace is a safe environment in which to self-identify; you can ask for the accommodation you need in order to fulfil your work-related duties to the best of your ability.

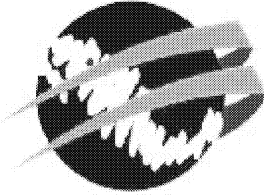
Self-identification is voluntary; however, it is mandatory to complete Section A, sign in Section I, and return the questionnaire to the payroll department, even if you choose not to fill out any additional information.

You may self-identify as a member of more than one designated group (for example, a woman with a disability).

After completing this questionnaire, you may change your answers or submitted information by contacting the Payroll Department at any time.

If you require an alternative format for this questionnaire and/or need help to complete the survey please contact the Payroll Department.

The responses that you provide on this form will be retained for statistical purposes only; your confidentiality is protected. Your information will not be used for unauthorized purposes.



CMI Interlangues Self-Identification Questionnaire

A. Employee Identification

Name: _____

Position: _____

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

According to the *Employment Equity Act*, an Aboriginal person is a person who is Indian, Inuit or Métis.

Are you an Aboriginal person?

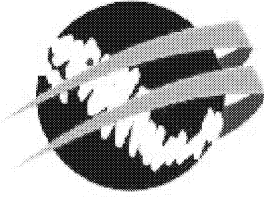
Yes No

D. Visible Minorities

According to the *Employment Equity Act*, members of a visible minority are people in Canada (other than Aboriginal peoples) who are non-white in colour or non-Caucasian in race, regardless of their place of birth or citizenship.

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

- Black
- Non-white Latin American (including Indigenous people from Central and South America)
- East Asian (e.g., Chinese, Japanese, Korean)
- South Asian/East Indian (e.g., Indian, Pakistani, Bangladeshi, or East Indian from Guyana, Trinidad or East Africa)
- Southeast Asian (e.g., Burmese, Cambodian, Filipino, Laotian, Thai, Vietnamese)



CMI Interlangues Self-Identification Questionnaire

- Non-white West Asian, North African or Arab (e.g., Iranian, Lebanese, Egyptian, Libyan)
- People 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?

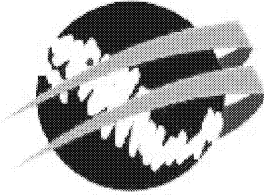
Yes No

E. Persons with Disabilities

According to the *Employment Equity Act*, persons with disabilities are persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who consider themselves to be at a disadvantage in employment by reason of that impairment, or who believe that an employer or potential employer is likely to consider them to be at a disadvantage in employment because of that impairment. This includes people whose functional limitations due to their impairment have been accommodated in their current jobs or workplaces (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 impairment**
(e.g., difficulty using hands or arms, such as grasping objects or using a keyboard)
- **Mobility impairment**
(e.g., difficulty moving from one office to another, walking long distances or using stairs)
- **Blindness or visual impairment**
(e.g., unable to see or difficulty seeing, glaucoma; however, do not include yourself if you can see well with glasses or contact lenses)
- **Speech impairment**
(unable to speak or difficulty speaking and being understood)
- **Deafness or hearing impairment**
(unable to hear or difficulty hearing)
- **Other disabilities**
(e.g., learning, developmental and other types of disabilities)



CMI Interlangues Self-Identification Questionnaire

Are you a person with a disability?

Yes No

F. Additional Data for Accommodation Purposes

Please specify how we can accommodate you to help you participate fully in the workplace. Note that if we implement these accommodation measures, they will not have a negative impact on your hiring, training, promotion and retention in our organization.

G. Voluntary Employee Participation

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

Yes No

H. Employee Comments

If you have any comments/feedback on our employment equity program, we would like to hear from you. Rest assured, all comments will be kept confidential. Please contact the payroll department; by phone at 613-237-3763 extension 25 or by e-mail at 'payroll@Interlangues.ca'.

I. Employee Signature

Signature: _____ Date: _____

Thank you for your participation!

Nyirasafari, Ange AN [NC]

From: invoicing <invoicing@interlangues.ca>
Sent: February 20, 2017 5:31 PM
To: EE-EME
Cc: Begg, Suzanne SV [NC]
Subject: First Compliance Assessment
Attachments: Auto-Identification Questionnaire EN.pdf; Questionnaire Auto-Identification FR.pdf; Workforce Analysis - detailed report.pdf; Workforce Analysis - summary report.pdf; ShortTermGoalSettingTool Interlangues.pdf; SummaryGoals Interlangues.pdf

Afternoon,

We have completed our first Compliance Assessment and this email is to provide you with all the information we have gathered, as per Step 7 of the FCP Quick Reference Guide.

- Attached are copies of our approved Workforce Survey Questionnaires; in French and English.
- Workforce Survey Results
 - The number of Questionnaires that were sent out is 62.
 - The total number of returned, blank surveys is 1.
 - The total number of returned, partially completed surveys is 2.
 - The total number of returned, complete surveys is 45.
- Attached are our Summary and Detailed Reports
- Attached are our Short-term Goal Setting Tool file and our Summary of Goals report.

In September 2016, we were not successful in winning re-signing a major contract and were forced to lay off 92 employees between August and December. These employees were not included in the above results.

If you have any questions, please do not hesitate to contact me.

Karyn Frew

Invoicing & Accounts Receivable

CMI Interlangues Inc.

613-236-3763 ext. 25