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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 Latitude Geographics Group Ltd.	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] Total number of employees in Canada (Permanent Full-Time and/or Part-Time) 128
Organization's North American Industry Classification System (NAICS) Code Number To find your organization's four-digit NAICS code please visit: <a href="http://www.statcan.gc.ca/subjects-sujets/standard-norme/naics-scian/2007/list-liste-eng.htm">http://www.statcan.gc.ca/subjects-sujets/standard-norme/naics-scian/2007/list-liste-eng.htm</a> 511210	<input type="checkbox"/> Federally Regulated <input checked="" type="checkbox"/> Provincially Regulated

HEAD OFFICE			
Address (building number, street, suite, etc.) 300-1117 Wharf St	City Victoria	Province BC	Postal Code V8W 1T7
Telephone Number 250-381-8130			

EMPLOYMENT EQUITY CONTACT			
Name (print) Hayley Fong	Title Human Resources Advisor		
Telephone Number 250-381-8130	E-mail Address hfong@latitudegeo.com	Preferred Language of Correspondence <input checked="" type="checkbox"/> English <input type="checkbox"/> French	

CERTIFICATION	
The above-named organization:	
<ul style="list-style-type: none"> <li>• having a combined workforce of 100 or more permanent full-time and permanent part-time employees in Canada, AND</li> <li>• 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)</li> </ul>	
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: <a href="http://www.esdc.gc.ca/eng/labour/equality/fcp/index.shtml">http://www.esdc.gc.ca/eng/labour/equality/fcp/index.shtml</a> :	
<b>Important note:</b> 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			
<b>NOTE:</b> 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) David Stevenson	Title Chief Technology Officer		
Telephone Number 250-[Redacted]	E-mail Address daves@latitudegeo.com	Preferred Language of Correspondence <input checked="" type="checkbox"/> English <input type="checkbox"/> French	
Signature [Redacted]	Date (YYYY-MM-DD) 2016/09/30		

**Privacy**

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





## Federal Contractors Program

Contractors who are awarded an initial goods or services contract, a standing offer agreement, or a supply agreement valued at \$1M or more (including applicable taxes) are required to implement employment equity, and if representation gaps exist, to make all reasonable efforts within the context of their specific organizational environment and structural needs to close the gaps. This obligation is on-going and not only subject to the period of a specific contract.

Contractors are required to conduct, develop and maintain:

- a. A survey of their workforce on the representation of the four designated groups using a self-identification questionnaire;
- b. A workforce analysis (WFA) that compares representation with requisite labour market availability by occupational groups; and
- c. Short-term and long-term numeric goals on closing gaps that have been identified where under-representation exists.

Contractors are required to submit to the Labour Program of Employment and Social Development Canada (ESDC):

- a. One year after the award of an initial goods or services contract, a standing offer agreement, or a supply agreement valued at \$1M or more (including applicable taxes):
  - Self-identification questionnaire used to collect workforce information;
  - Initial WFA; and
  - Annual short-term numeric goals for a period of three years and long-term numeric goals where under-representation exists on closing gaps that have been identified.
- b. Four years after the award of an initial goods or services contract, a standing offer agreement, or a supply agreement valued at \$1M or more (including applicable taxes) and every three years thereafter:
  - Updated WFA;
  - Updated annual short-term numeric goals for a period of three years and long-term numeric goals where under-representation exists on closing gaps that have been identified; and
  - Completed Achievement Table.

ESDC-Labour will assess contractors on a risk-based basis, one year and four years after the award of an initial goods or services contract, a standing offer agreement, or a supply agreement valued at \$1M or more (including applicable taxes) and every three years thereafter. Assessments are based on the achievement of representation results and measured against the requirements set out for the Federal Contractors Program (FCP).

Contractors found to be in non-compliance will be ineligible for future goods or services contracts, standing offer agreements, or supply agreements of any value with the federal government. In addition, contractors will be placed on a public list of non-compliant contractors. A finding of non-compliance may result in the termination of the contract.

For information on the detailed requirements as well as the framework and standards for assessment of results, please refer to the website: <http://www.esdc.gc.ca/eng/labour/equality/fcp/index.shtml>.

# Questions and Answers

## Subsidiary vs. Division/Branch

**Q1 Does the Agreement to Implement Employment Equity (Agreement) apply to the whole organization or only to the part carrying out the contract?**

A1 The signed Agreement applies to the whole organization named in the Agreement and its entire Canadian workforce including all of its components (divisions, branches, etc.), with the exception of subsidiary corporations.

**Division:** A division is part of the primary business, not separate, and the primary business is legally responsible for the obligations and debts of the division.

**Branch:** A branch is an office that is not located at/with the company's corporate headquarters but is part of the organization.

**Subsidiary:** A subsidiary is owned or controlled by another entity (a parent company), but it is a separate legal entity.

**Q2 If an organization that is not subject to the Federal Contractors Program (FCP) is taken over by (or merged with) an organization that is subject to the Program, does it become subject to the FCP as well?**

A2 An organization is subject to the FCP if it becomes part of the acquiring company. However, if the organization remains a subsidiary and still operates as a separate legal entity from the acquiring company, it does not become subject to the FCP.

For the purpose of the FCP, subsidiaries require a separate Agreement (and Agreement number) because they are separate legal entities. Divisions are part of an organization and are included as part of the whole organization.

**Q3 When should a new Agreement be completed and signed?**

A3 A new Agreement should be completed if the organization has undergone a change in its legal name.

## Employment Status

**Q1 Who is considered to be a permanent full-time employee under the FCP?**

A1 A permanent full-time employee is employed for an indeterminate period of time to work the standard number of hours on a regular basis as determined by the employer, depending on the occupational group to which the person belongs. The standard number of hours cannot be less than the usual number of hours worked by full-time employees in the same occupational group.

**Q2 Who is considered to be a permanent part-time employee under the FCP?**

A2 A permanent part-time employee is employed for an indeterminate period of time to work fewer than the standard number of hours on a regular basis as determined by the employer, depending on the occupational group to which the person belongs.

Generally, what is standard or usual for a group of employees is considered full-time; anything less is considered part-time. For example, in a case where the standard, usual way of working for the company is to work eight (8) hours per day for three (3) days per week, employees who fit this work pattern would be considered full-time, and employees who do not would be considered part-time.

**Q3 How are students counted under the FCP?**

A3 Students employed during a school break, and who are returning to school, are not counted as employees for employment equity purposes.

Co-operative education (Co-op) students working during the summer period are not considered to be on a school break since this work experience forms part of their education. In addition, students working on a permanent part-time basis throughout the year are counted provided they worked 12 weeks or more.

**Q4 How are other employees counted under the FCP?**

A4 Other employees are those who are on unpaid leave (often temporary lay-off or long-term leave) but who otherwise fulfil the definitions of permanent full-time or permanent part-time employees and maintain the right to return to work.

Workplace Equity Information Management System - Latitude Geographics Group Ltd.

**Workforce Analysis - Detailed Report**

Date: 2017-11-24

**Women**

Employment Equity Occupational Group	Internal Location	All Employees #	Representation		Women Availability		Gap #	Recruitment Area
			#	%	%	#		
<b>01 : Senior Managers</b>		5	0	0.0 %	32.3 %	2	-2	
<b>Employment Equity Occupational Group</b>	Victoria	5	0	0.0 %	32.3 %	2	-2	Victoria
<b>02 : Middle and Other Managers</b>		23	6	26.1 %	41.6 %	10	-4	
<b>Employment Equity Occupational Group</b>	Kitchener - Cambridge - Waterloo	2	0	0.0 %	39.7 %	1	-1	Kitchener - Cambridge
<b>Employment Equity Occupational Group</b>	Victoria	21	6	28.6 %	41.8 %	9	-3	Victoria
<b>03 : Professionals</b>		73	13	17.8 %	25.4 %	19	-6	
1111 : Financial auditors and accountants	B.C. less CMAs	1	1	100.0 %	59.2 %	1	0	B.C. less CMAs
1111 : Financial auditors and accountants	Victoria	1	0	0.0 %	50.6 %	1	-1	Victoria
1123 : Professional occupations in advertising, marketing and public relations	Victoria	4	2	50.0 %	64.2 %	3	-1	Victoria
2171 : Information systems analysts and consultants	Victoria	10	3	30.0 %	31.5 %	3	0	Victoria
2174 : Computer programmers and interactive media developers	B.C. less CMAs	1	0	0.0 %	59.2 %	1	-1	B.C. less CMAs
2174 : Computer programmers and interactive media developers	Kitchener - Cambridge - Waterloo	5	2	40.0 %	17.0 %	1	1	Kitchener - Cambridge
2174 : Computer programmers and interactive media developers	Victoria	43	2	4.7 %	13.7 %	6	-4	Victoria
4021 : College and other vocational instructors	Kitchener - Cambridge - Waterloo	1	1	100.0 %	55.6 %	1	0	Kitchener - Cambridge
4021 : College and other vocational instructors	Victoria	1	0	0.0 %	56.3 %	1	-1	Victoria
4163 : Business development officers and marketing researchers and consultants	Victoria	1	0	0.0 %	49.5 %	0	0	Victoria
5121 : Authors and writers	Victoria	5	2	40.0 %	55.4 %	3	-1	Victoria
<b>04 : Semi-Professionals and Technicians</b>		9	3	33.3 %	24.3 %	2	1	
2282 : User support technicians	Kitchener - Cambridge - Waterloo	1	1	100.0 %	23.6 %	0	1	Kitchener - Cambridge
2282 : User support technicians	Victoria	6	1	16.7 %	26.0 %	2	-1	Victoria
5225 : Audio and video recording technicians	Victoria	1	0	0.0 %	0.0 %	0	0	Victoria
5241 : Graphic designers and illustrators	Victoria	1	1	100.0 %	39.4 %	0	1	Victoria
<b>07 : Administrative and Senior Clerical Personnel</b>		4	3	75.0 %	81.2 %	3	0	



Workplace Equity Information Management System - Latitude Geographics Group Ltd.

Workforce Analysis - Detailed Report

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Women

Employment Equity Occupational Group	Internal Location	All Employees #	Representation		Women Availability		Gap #	Recruitment Area
			#	%	%	#		
<b>Employment Equity Occupational Group</b>	Victoria	4	3	75.0 %	81.2 %	3	0	Victoria
<b>08 : Skilled Sales and Service Personnel</b>		5	2	40.0 %	26.1 %	1	1	
6221 : Technical sales specialists - wholesale trade	Kitchener - Cambridge - Waterloo	2	1	50.0 %	28.1 %	1	0	Kitchener - Cambridge
6221 : Technical sales specialists - wholesale trade	Victoria	3	1	33.3 %	24.8 %	1	0	Victoria
<b>10 : Clerical Personnel</b>		2	1	50.0 %	74.1 %	1	0	
<b>Employment Equity Occupational Group</b>	Victoria	2	1	50.0 %	74.1 %	1	0	Victoria
<b>Total</b>		121	28	23.1 %	31.4 %	38	-10	

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 - Latitude Geographics Group Ltd.

Workforce Analysis - Detailed Report

Date: 2017-11-24

Aboriginal Peoples

Employment Equity Occupational Group	Internal Location	All Employees #	Aboriginal Peoples					Recruitment Area
			Representation		Availability		Gap #	
			#	%	%	#		
<b>01 : Senior Managers</b>		5	0	0.0 %	1.9 %	0	0	
<b>Employment Equity Occupational Group</b>	Victoria	5	0	0.0 %	1.9 %	0	0	Victoria
<b>02 : Middle and Other Managers</b>		23	0	0.0 %	2.6 %	1	-1	
<b>Employment Equity Occupational Group</b>	Kitchener - Cambridge - Waterloo	2	0	0.0 %	1.1 %	0	0	Kitchener - Cambridge
<b>Employment Equity Occupational Group</b>	Victoria	21	0	0.0 %	2.7 %	1	-1	Victoria
<b>03 : Professionals</b>		73	0	0.0 %	2.1 %	2	-2	
1111 : Financial auditors and accountants	B.C. less CMAs	1	0	0.0 %	6.2 %	0	0	B.C. less CMAs
1111 : Financial auditors and accountants	Victoria	1	0	0.0 %	1.5 %	0	0	Victoria
1123 : Professional occupations in advertising, marketing and public relations	Victoria	4	0	0.0 %	1.5 %	0	0	Victoria
2171 : Information systems analysts and consultants	Victoria	10	0	0.0 %	2.1 %	0	0	Victoria
2174 : Computer programmers and interactive media developers	B.C. less CMAs	1	0	0.0 %	6.2 %	0	0	B.C. less CMAs
2174 : Computer programmers and interactive media developers	Kitchener - Cambridge - Waterloo	5	0	0.0 %	0.0 %	0	0	Kitchener - Cambridge
2174 : Computer programmers and interactive media developers	Victoria	43	0	0.0 %	2.5 %	1	-1	Victoria
4021 : College and other vocational instructors	Kitchener - Cambridge - Waterloo	1	0	0.0 %	0.0 %	0	0	Kitchener - Cambridge
4021 : College and other vocational instructors	Victoria	1	0	0.0 %	1.5 %	0	0	Victoria
4163 : Business development officers and marketing researchers and consultants	Victoria	1	0	0.0 %	0.0 %	0	0	Victoria
5121 : Authors and writers	Victoria	5	0	0.0 %	0.0 %	0	0	Victoria
<b>04 : Semi-Professionals and Technicians</b>		9	0	0.0 %	2.5 %	0	0	
2282 : User support technicians	Kitchener - Cambridge - Waterloo	1	0	0.0 %	0.0 %	0	0	Kitchener - Cambridge
2282 : User support technicians	Victoria	6	0	0.0 %	3.3 %	0	0	Victoria
5225 : Audio and video recording technicians	Victoria	1	0	0.0 %	0.0 %	0	0	Victoria
5241 : Graphic designers and illustrators	Victoria	1	0	0.0 %	2.8 %	0	0	Victoria
<b>07 : Administrative and Senior Clerical Personnel</b>		4	0	0.0 %	3.0 %	0	0	
<b>Employment Equity Occupational Group</b>	Victoria	4	0	0.0 %	3.0 %	0	0	Victoria



Workplace Equity Information Management System - Latitude Geographics Group Ltd.

**Workforce Analysis - Detailed Report**

Date: 2017-11-24

**Aboriginal Peoples**

Employment Equity Occupational Group	Internal Location	All Employees #	Aboriginal Peoples Representation		Availability		Gap #	Recruitment Area
			#	%	%	#		
<b>08 : Skilled Sales and Service Personnel</b>		5	0	0.0 %	0.6 %	0	0	
6221 : Technical sales specialists - wholesale trade	Kitchener - Cambridge - Waterloo	2	0	0.0 %	1.5 %	0	0	Kitchener - Cambridge
6221 : Technical sales specialists - wholesale trade	Victoria	3	0	0.0 %	0.0 %	0	0	Victoria
<b>10 : Clerical Personnel</b>		2	0	0.0 %	4.3 %	0	0	
<b>Employment Equity Occupational Group</b>	Victoria	2	0	0.0 %	4.3 %	0	0	Victoria
<b>Total</b>		121	0	0.0 %	2.2 %	3	-3	

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 - Latitude Geographics Group Ltd.

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**Members of Visible Minorities**

Employment Equity Occupational Group	Internal Location	All Employees #	Members of Visible Minorities					Recruitment Area
			Representation #	%	Availability %	Gap #		
<b>01 : Senior Managers</b>		5	0	0.0 %	7.4 %	0	0	
<b>Employment Equity Occupational Group</b>	Victoria	5	0	0.0 %	7.4 %	0	0	Victoria
<b>02 : Middle and Other Managers</b>		23	0	0.0 %	9.1 %	2	-2	
<b>Employment Equity Occupational Group</b>	Kitchener - Cambridge - Waterloo	2	0	0.0 %	12.5 %	0	0	Kitchener - Cambridge
<b>Employment Equity Occupational Group</b>	Victoria	21	0	0.0 %	8.8 %	2	-2	Victoria
<b>03 : Professionals</b>		73	14	19.2 %	17.6 %	13	1	
1111 : Financial auditors and accountants	B.C. less CMAs	1	0	0.0 %	4.8 %	0	0	B.C. less CMAs
1111 : Financial auditors and accountants	Victoria	1	0	0.0 %	15.2 %	0	0	Victoria
1123 : Professional occupations in advertising, marketing and public relations	Victoria	4	0	0.0 %	9.8 %	0	0	Victoria
2171 : Information systems analysts and consultants	Victoria	10	3	30.0 %	16.3 %	2	1	Victoria
2174 : Computer programmers and interactive media developers	B.C. less CMAs	1	0	0.0 %	4.8 %	0	0	B.C. less CMAs
2174 : Computer programmers and interactive media developers	Kitchener - Cambridge - Waterloo	5	1	20.0 %	29.4 %	1	0	Kitchener - Cambridge
2174 : Computer programmers and interactive media developers	Victoria	43	9	20.9 %	19.4 %	8	1	Victoria
4021 : College and other vocational instructors	Kitchener - Cambridge - Waterloo	1	0	0.0 %	15.0 %	0	0	Kitchener - Cambridge
4021 : College and other vocational instructors	Victoria	1	0	0.0 %	10.7 %	0	0	Victoria
4163 : Business development officers and marketing researchers and consultants	Victoria	1	0	0.0 %	8.4 %	0	0	Victoria
5121 : Authors and writers	Victoria	5	1	20.0 %	8.5 %	0	1	Victoria
<b>04 : Semi-Professionals and Technicians</b>		9	1	11.1 %	9.1 %	1	0	
2282 : User support technicians	Kitchener - Cambridge - Waterloo	1	0	0.0 %	17.7 %	0	0	Kitchener - Cambridge
2282 : User support technicians	Victoria	6	1	16.7 %	9.3 %	1	0	Victoria
5225 : Audio and video recording technicians	Victoria	1	0	0.0 %	0.0 %	0	0	Victoria
5241 : Graphic designers and illustrators	Victoria	1	0	0.0 %	8.3 %	0	0	Victoria
<b>07 : Administrative and Senior Clerical Personnel</b>		4	0	0.0 %	8.2 %	0	0	
<b>Employment Equity Occupational Group</b>	Victoria	4	0	0.0 %	8.2 %	0	0	Victoria



Workplace Equity Information Management System - Latitude Geographics Group Ltd.

**Workforce Analysis - Detailed Report**

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**Members of Visible Minorities**

Employment Equity Occupational Group	Internal Location	All Employees #	Members of Visible Minorities			Gap #	Recruitment Area	
			Representation #	%	Availability %			
<b>08 : Skilled Sales and Service Personnel</b>		5	0	0.0 %	6.8 %	0	0	
6221 : Technical sales specialists - wholesale trade	Kitchener - Cambridge - Waterloo	2	0	0.0 %	9.6 %	0	0	Kitchener - Cambridge
6221 : Technical sales specialists - wholesale trade	Victoria	3	0	0.0 %	5.0 %	0	0	Victoria
<b>10 : Clerical Personnel</b>		2	1	50.0 %	8.6 %	0	1	
<b>Employment Equity Occupational Group</b>	Victoria	2	1	50.0 %	8.6 %	0	1	Victoria
<b>Total</b>		121	16	13.2 %	14.0 %	16	0	

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 - Latitude Geographics Group Ltd.

**Workforce Analysis - Detailed Report**

Date: 2017-11-24

**Persons with Disabilities**

Employment Equity Occupational Group	Internal Location	All Employees #	Persons with Disabilities				Gap #	Recruitment Area
			Representation #	%	Availability %	#		
<b>01/02 : Managers</b>	National	28	0	0.0 %	4.3 %	1	-1	National
<b>03 : Professionals</b>	National	73	1	1.4 %	3.8 %	3	-2	National
<b>04 : Semi-Professionals and Technicians</b>	National	9	0	0.0 %	4.6 %	0	0	National
<b>07 : Administrative and Senior Clerical Personnel</b>	National	4	0	0.0 %	3.4 %	0	0	National
<b>08 : Skilled Sales and Service Personnel</b>	National	5	0	0.0 %	3.5 %	0	0	National
<b>10 : Clerical Personnel</b>	National	2	0	0.0 %	7.0 %	0	0	National
<b>Total</b>		121	1	0.8 %	4.0 %	4	-3	

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

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#### Reasons for selecting a different analysis scope, recruitment area or recruitment location:

Recruitment is not limited to BC, but that is where the vast majority of applicants apply from. We consider candidates from anywhere in the country but to say that our "Recruitment Location" is national is probably misleading. But ultimately all of our job postings are online and are accessible from anywhere in the world.

#### WFA Defaults - Women, Aboriginal Peoples and Visible Minorities

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



## Workforce Analysis - Detailed Report

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### 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



Workplace Equity Information Management System - Latitude Geographics Group Ltd.

**Workforce Analysis - Summary Report**

Date: 2017-11-24

**Women**

Employment Equity Occupational Group	All Employees #	Representation		Women Availability		Gap #
		#	%	%	#	
01 : Senior Managers	5	0	0.0 %	32.3 %	2	-2
02 : Middle and Other Managers	23	6	26.1 %	41.6 %	10	-4
03 : Professionals	73	13	17.8 %	25.4 %	19	-6
04 : Semi-Professionals and Technicians	9	3	33.3 %	24.3 %	2	1
07 : Administrative and Senior Clerical Personnel	4	3	75.0 %	81.2 %	3	0
08 : Skilled Sales and Service Personnel	5	2	40.0 %	26.1 %	1	1
10 : Clerical Personnel	2	1	50.0 %	74.1 %	1	0
<b>Total</b>	<b>121</b>	<b>28</b>	<b>23.1 %</b>	<b>31.4 %</b>	<b>38</b>	<b>-10</b>

Total may not equal sum of components due to rounding.



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**Workforce Analysis - Summary Report**

Date: 2017-11-24

**Aboriginal Peoples**

Employment Equity Occupational Group	All Employees #	Aboriginal Peoples				Gap #
		Representation		Availability		
		#	%	%	#	
01 : Senior Managers	5	0	0.0 %	1.9 %	0	0
02 : Middle and Other Managers	23	0	0.0 %	2.6 %	1	-1
03 : Professionals	73	0	0.0 %	2.1 %	2	-2
04 : Semi-Professionals and Technicians	9	0	0.0 %	2.5 %	0	0
07 : Administrative and Senior Clerical Personnel	4	0	0.0 %	3.0 %	0	0
08 : Skilled Sales and Service Personnel	5	0	0.0 %	0.6 %	0	0
10 : Clerical Personnel	2	0	0.0 %	4.3 %	0	0
<b>Total</b>	<b>121</b>	<b>0</b>	<b>0.0 %</b>	<b>2.2 %</b>	<b>3</b>	<b>-3</b>

Total may not equal sum of components due to rounding.



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Date: 2017-11-24

**Members of Visible Minorities**

Employment Equity Occupational Group	Members of Visible Minorities					
	All Employees #	Representation		Availability		Gap #
		#	%	%	#	
01 : Senior Managers	5	0	0.0 %	7.4 %	0	0
02 : Middle and Other Managers	23	0	0.0 %	9.1 %	2	-2
03 : Professionals	73	14	19.2 %	17.6 %	13	1
04 : Semi-Professionals and Technicians	9	1	11.1 %	9.1 %	1	0
07 : Administrative and Senior Clerical Personnel	4	0	0.0 %	8.2 %	0	0
08 : Skilled Sales and Service Personnel	5	0	0.0 %	6.8 %	0	0
10 : Clerical Personnel	2	1	50.0 %	8.6 %	0	1
<b>Total</b>	<b>121</b>	<b>16</b>	<b>13.2 %</b>	<b>14.0 %</b>	<b>16</b>	<b>0</b>

Total may not equal sum of components due to rounding.





Workplace Equity Information Management System - Latitude Geographics Group Ltd.

**Workforce Analysis - Summary Report**

Date: 2017-11-24

**Persons with Disabilities**

Employment Equity Occupational Group	Persons with Disabilities					
	All Employees	Representation		Availability		Gap
	#	#	%	%	#	#
01/02 : Managers	28	0	0.0 %	4.3 %	1	-1
03 : Professionals	73	1	1.4 %	3.8 %	3	-2
04 : Semi-Professionals and Technicians	9	0	0.0 %	4.6 %	0	0
07 : Administrative and Senior Clerical Personnel	4	0	0.0 %	3.4 %	0	0
08 : Skilled Sales and Service Personnel	5	0	0.0 %	3.5 %	0	0
10 : Clerical Personnel	2	0	0.0 %	7.0 %	0	0
<b>Total</b>	<b>121</b>	<b>1</b>	<b>0.8 %</b>	<b>4.0 %</b>	<b>4</b>	<b>-3</b>

Total may not equal sum of components due to rounding.



## Workforce Analysis - Summary Report

Date: 2017-11-24

### Reasons for selecting a different analysis scope, recruitment area or recruitment location:

Recruitment is not limited to BC, but that is where the vast majority of applicants apply from. We consider candidates from anywhere in the country but to say that our "Recruitment Location" is national is probably misleading. But ultimately all of our job postings are online and are accessible from anywhere in the world.

### WFA Defaults - Women, Aboriginal Peoples and Visible Minorities

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



## Workforce Analysis - Summary Report

Date: 2017-11-24

### 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

**Short-term Goal Setting Tool**  
**[Latitude Geographics Group Ltd.]**  
**[November 24, 2017]**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Data entry from from Workforce Analysis	Date entry	B x C x 3	Data entry	B x E x 3	D + F	Data entry from from Workforce Analysis	Equivalent to E	H x I x 3	(D x N) - O + J	G x M	Data entry	Data entry from from Workforce Analysis	Data entry from from Workforce Analysis	(H - J + L) - ((B + D) x N)	H + B	(H - J + L) + (B + D)

Employment Equity Occupational Group (EEOG)	All Employees YYYY/MM/DD	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 YYYY-YYYY		Present Availability	Present Gap	Projected Gap	Present Representation	Projected Representation in 3 Years
								Annually	Over 3 Years		#	%					
		#	%	#	%		#	#	%	#	%	%	#	#	%	%	
Senior Managers	5	0.0%	0	5.0%	1	1	0	5.0%	0	2	0	32.3%	32.3%	-2	-2	0.0%	0.0%
Middle & Other Managers	23	0.0%	0	5.0%	3	3	6	5.0%	1	5	1	41.6%	41.6%	-4	-4	26.1%	26.1%
Professionals	73	10.0%	22	5.0%	11	33	13	5.0%	2	14	8	25.4%	25.4%	-6	-5	17.8%	20.0%
Semi-Professionals & Technicians	9	10.0%	3	5.0%	1	4	3	5.0%	0	0	1	24.3%	24.3%	1	1	33.3%	33.3%
Supervisors																#DIV/0!	#DIV/0!
Supervisors: Crafts & Trades																#DIV/0!	#DIV/0!
Administrative & Senior Clerical Personnel	4	10.0%	1	5.0%	1	2	3	5.0%	0	1	2	81.2%	81.2%	0	1	75.0%	100.0%
Skilled Sales & Service Personnel	5	10.0%	2	5.0%	1	3	2	5.0%	0	0	1	26.1%	26.1%	1	1	40.0%	42.9%
Skilled Crafts & Trades Workers																#DIV/0!	#DIV/0!
Clerical Personnel	2	20.0%	1	5.0%	0	1	1	5.0%	0	1	1	74.1%	74.1%	0	0	50.0%	66.7%
Intermediate Sales & Service Personnel																#DIV/0!	#DIV/0!
Semi-Skilled Manual Workers																#DIV/0!	#DIV/0!
Other Sales & Service Personnel																#DIV/0!	#DIV/0!
Other Manual Workers																#DIV/0!	#DIV/0!

**Short-term Goal Setting Tool**  
**[Latitude Geographics Group Ltd.]**  
**[November 24, 2017]**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Data entry from from Workforce Analysis	Date entry	B x C x 3	Data entry	B x E x 3	D + F	Data entry from from Workforce Analysis	Equivalent to E	H x I x 3	(D x N) - O + J	G x M	Data entry	Data entry from from Workforce Analysis	Data entry from from Workforce Analysis	(H - J + L) - ((B + D) x N)	H + B	(H - J + L) ÷ (B + D)

Employment Equity Occupational Group (EEOG)	All Employees YYYY/MM/DD	Growth (New Positions)		Turnover (Replacement of Terminated Employees)		Anticipated Hires Over 3 Years	ABORIGINAL PEOPLES										
		Annually	Over 3 Years	Annually	Over 3 Years		Number	Turnover (Replacement of Terminated Employees)		Hires Required	3 Year Goals YYYY-YYYY		Present Availability	Present Gap	Projected Gap	Present Representation	Projected Representation in 3 Years
								Annually	Over 3 Years		#	%					
Senior Managers	5	0.0%	0	5.0%	1	1	0	5.0%	0	0	0	1.9%	1.9%	0	0	0.0%	0.0%
Middle & Other Managers	23	0.0%	0	5.0%	3	3	0	5.0%	0	1	0	2.6%	2.6%	-1	-1	0.0%	0.0%
Professionals	73	10.0%	22	5.0%	11	33	0	5.0%	0	2	1	2.1%	2.1%	-2	-1	0.0%	1.1%
Semi-Professionals & Technicians	9	10.0%	3	5.0%	1	4	0	5.0%	0	0	0	2.5%	2.5%	0	0	0.0%	0.0%
Supervisors			0		0	0		0.0%	0	0	0					#DIV/0!	#DIV/0!
Supervisors: Crafts & Trades			0		0	0		0.0%	0	0	0					#DIV/0!	#DIV/0!
Administrative & Senior Clerical Personnel	4	10.0%	1	5.0%	1	2	0	5.0%	0	0	0	3.0%	3.0%	0	0	0.0%	0.0%
Skilled Sales & Service Personnel	5	10.0%	2	5.0%	1	3	0	5.0%	0	0	0	0.6%	0.6%	0	0	0.0%	0.0%
Skilled Crafts & Trades Workers			0		0	0		0.0%	0	0	0					#DIV/0!	#DIV/0!
Clerical Personnel	2	20.0%	1	5.0%	0	1	0	5.0%	0	0	0	4.3%	4.3%	0	0	0.0%	0.0%
Intermediate Sales & Service Personnel			0		0	0		0.0%	0	0	0					#DIV/0!	#DIV/0!
Semi-Skilled Manual Workers			0		0	0		0.0%	0	0	0					#DIV/0!	#DIV/0!
Other Sales & Service Personnel			0		0	0		0.0%	0	0	0					#DIV/0!	#DIV/0!
Other Manual Workers			0		0	0		0.0%	0	0	0					#DIV/0!	#DIV/0!

**Short-term Goal Setting Tool**  
**[Latitude Geographics Group Ltd.]**  
**[November 24, 2017]**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Data entry from from Workforce Analysis	Date entry	B x C x 3	Data entry	B x E x 3	D + F	Data entry from from Workforce Analysis	Equivalent to E	H x I x 3	(D x N) - O + J	G x M	Data entry	Data entry from from Workforce Analysis	Data entry from from Workforce Analysis	(H - J + L) - ((B + D) x N)	H + B	(H - J + L) ÷ (B + D)

Employment Equity Occupational Group (EEOG)	All Employees YYYY/MM/DD  #	Growth (New Positions)		Turnover (Replacement of Terminated Employees)		Anticipated Hires Over 3 Years  #	PERSONS WITH DISABILITIES										
		Annually  %	Over 3 Years  #	Annually  %	Over 3 Years  #		Number  #	Turnover (Replacement of Terminated Employees)		Hires Required  #	3 Year Goals YYYY-YYYY		Present Availability  %	Present Gap  #	Projected Gap  #	Present Representation  %	Projected Representation in 3 Years  %
								Annually  %	Over 3 Years  #		Annually  %	Over 3 Years  #					
Senior Managers	5	0.0%	0	5.0%	1	1	0	5.0%	0	0	0	4.3%	4.3%	0	0	0.0%	0.0%
Middle & Other Managers	23	0.0%	0	5.0%	3	3	0	5.0%	0	1	0	4.3%	4.3%	-1	-1	0.0%	0.0%
Professionals	73	10.0%	22	5.0%	11	33	1	5.0%	0	3	1	3.8%	3.8%	-2	-2	1.4%	2.1%
Semi-Professionals & Technicians	9	10.0%	3	5.0%	1	4	0	5.0%	0	0	0	4.6%	4.6%	0	-1	0.0%	0.0%
Supervisors			0		0	0		0.0%	0	0	0					#DIV/0!	#DIV/0!
Supervisors: Crafts & Trades			0		0	0		0.0%	0	0	0					#DIV/0!	#DIV/0!
Administrative & Senior Clerical Personnel	4	10.0%	1	5.0%	1	2	0	5.0%	0	0	0	3.4%	3.4%	0	0	0.0%	0.0%
Skilled Sales & Service Personnel	5	10.0%	2	5.0%	1	3	0	5.0%	0	0	0	3.5%	3.5%	0	0	0.0%	0.0%
Skilled Crafts & Trades Workers			0		0	0		0.0%	0	0	0					#DIV/0!	#DIV/0!
Clerical Personnel	2	20.0%	1	5.0%	0	1	0	5.0%	0	0	0	7.0%	7.0%	0	0	0.0%	0.0%
Intermediate Sales & Service Personnel			0		0	0		0.0%	0	0	0					#DIV/0!	#DIV/0!
Semi-Skilled Manual Workers			0		0	0		0.0%	0	0	0					#DIV/0!	#DIV/0!
Other Sales & Service Personnel			0		0	0		0.0%	0	0	0					#DIV/0!	#DIV/0!
Other Manual Workers			0		0	0		0.0%	0	0	0					#DIV/0!	#DIV/0!

**Short-term Goal Setting Tool**  
**[Latitude Geographics Group Ltd.]**  
**[November 24, 2017]**

A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R
	Data entry from from Workforce Analysis	Date entry	B x C x 3	Data entry	B x E x 3	D + F	Data entry from from Workforce Analysis	Equivalent to E	H x I x 3	(D x N) - O + J	G x M	Data entry	Data entry from from Workforce Analysis	Data entry from from Workforce Analysis	(H - J + L) - ((B + D) x N)	H + B	(H - J + L) ÷ (B + D)

Employment Equity Occupational Group (EEOG)	All Employees YYYY/MM/DD  #	Growth (New Positions)		Turnover (Replacement of Terminated Employees)		Anticipated Hires Over 3 Years  #	MEMBERS OF VISIBLE MINORITIES											
		Annually  %	Over 3 Years  #	Annually  %	Over 3 Years  #		Number  #	Turnover (Replacement of Terminated Employees)		Hires Required  #	3 Year Goals YYYY-YYYY		Present Availability  %	Present Gap  #	Projected Gap  #	Present Representation  %	Projected Representation in 3 Years  %	
								Annually  %	Over 3 Years  #		Annually  %	Over 3 Years  #						Annually  %
Senior Managers	5	0.0%	0	5.0%	1	1	0	5.0%	0	0	0	7.4%	7.4%	0	0	0	0.0%	0.0%
Middle & Other Managers	23	0.0%	0	5.0%	3	3	0	5.0%	0	2	0	9.1%	9.1%	-2	-2	0	0.0%	0.0%
Professionals	73	10.0%	22	5.0%	11	33	14	5.0%	2	5	6	17.6%	17.6%	1	1	19.2%	18.9%	
Semi-Professionals & Technicians	9	10.0%	3	5.0%	1	4	1	5.0%	0	0	0	9.1%	9.1%	0	0	11.1%	8.3%	
Supervisors			0		0	0		0.0%	0	0	0					0	#DIV/0!	#DIV/0!
Supervisors: Crafts & Trades			0		0	0		0.0%	0	0	0					0	#DIV/0!	#DIV/0!
Administrative & Senior Clerical Personnel	4	10.0%	1	5.0%	1	2	0	5.0%	0	0	0	8.2%	8.2%	0	0	0.0%	0.0%	
Skilled Sales & Service Personnel	5	10.0%	2	5.0%	1	3	0	5.0%	0	0	0	6.8%	6.8%	0	0	0.0%	0.0%	
Skilled Crafts & Trades Workers			0		0	0		0.0%	0	0	0					0	#DIV/0!	#DIV/0!
Clerical Personnel	2	20.0%	1	5.0%	0	1	1	5.0%	0	-1	0	8.6%	8.6%	1	1	50.0%	33.3%	
Intermediate Sales & Service Personnel			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	#DIV/0!	#DIV/0!
Other Sales & Service Personnel			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	#DIV/0!	#DIV/0!

<b>Summary of Goals</b>
<b>Latitude Geographics Group Ltd.</b>
<b>November 24, 2017</b>

**Women**

<b>Workforce Analysis Results</b>			<b>Goals</b>		<b>Comments</b>
<b>Employment Equity Occupational Group (EEOG)</b>		<b>Present Gap</b>	<b>Short-term (1 to 3 years)</b>	<b>Long-term (3 years or more)</b>	
<b>#</b>	<b>Description</b>	<b>#</b>	<b># or %</b>	<b># or %</b>	
01	Senior Managers	-2	32.3%	32.3%	
02	Middle and Other Managers	-4	41.6%	41.6%	
03	Professionals	-6	25.4%	25.4%	
04	Semi-Professionals and Technicians	1			
08	Skilled Sales and Service Personnel	1			
	<b>Total</b>	<b>-10</b>			

**Aboriginal Peoples**

<b>Workforce Analysis Results</b>			<b>Goals</b>		<b>Comments</b>
<b>Employment Equity Occupational Group (EEOG)</b>		<b>Present Gap</b>	<b>Short-term (1 to 3 years)</b>	<b>Long-term (3 years or more)</b>	
<b>#</b>	<b>Description</b>	<b>#</b>	<b># or %</b>	<b># or %</b>	
02	Middle and Other Managers	-1	2.6%	2.6%	
03	Professionals	-2	2.1%	2.1%	
	<b>Total</b>	<b>-3</b>			

**Persons with Disabilities**

<b>Workforce Analysis Results</b>			<b>Goals</b>		<b>Comments</b>
<b>Employment Equity Occupational Group (EEOG)</b>		<b>Present Gap</b>	<b>Short-term (1 to 3 years)</b>	<b>Long-term (3 years or more)</b>	
<b>#</b>	<b>Description</b>	<b>#</b>	<b># or %</b>	<b># or %</b>	
01/02	Managers	-1	4.3%	4.3%	
03	Professionals	-2	3.8%	3.8%	
	<b>Total</b>	<b>-3</b>			

**Members of Visible Minorities**

<b>Workforce Analysis Results</b>			<b>Goals</b>		<b>Comments</b>
<b>Employment Equity Occupational Group (EEOG)</b>		<b>Present Gap</b>	<b>Short-term (1 to 3 years)</b>	<b>Long-term (3 years or more)</b>	
<b>#</b>	<b>Description</b>	<b>#</b>	<b># or %</b>	<b># or %</b>	
02	Middle and Other Managers	-2	9.1%	9.1%	
03	Professionals	1			
10	Clerical Personnel	1			
	<b>Total</b>	<b>0</b>			



## Employment Equity Program – Self Identification Questionnaire

As part of our employment equity program and ongoing work with the government of Canada, we are collecting information about our workforce through this questionnaire. Identifying as a member of a designated group (women, Indigenous 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.

Please note that the four designated groups in this survey were identified by the government of Canada to be underrepresented in the Canadian workforce. We acknowledge that there are many other marginalized groups in Canada and it is not the intent of this survey to ignore those populations.

Completion of this survey is voluntary. The responses that you provide on this form will be retained for statistical purposes only; your confidentiality is protected. We encourage you to review, update and correct information about yourself at any time. Your information will not be used for unauthorized purposes.

Please note that this survey is available in alternate formats upon request.

### Privacy Notice:

The information you provide is collected under the authority of sections 18 and 42 of the *Employment Equity Act* to enable our organization to collect workforce data, comply with employment equity legislation and implement employment equity in the workplace.

Participation in the self-identification survey is voluntary. Refusal to provide personal information will result in the incomplete and/or inaccurate capture of our workforce data.

The information you provide will be grouped with other employees' data and shared with the Labour Program of Employment and Social Development Canada (ESDC) for the purpose of complying with employment equity legislation.

The information you provide may be used and/or disclosed for policy analysis, research and/or evaluation purposes by ESDC. 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 by ESDC 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 729. 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.

A. Name: \_\_\_\_\_

**B. Gender**

Female

Male

Prefer to self-describe  \_\_\_\_\_

Prefer not to say

**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. Indigenous/Aboriginal Peoples**

According to the Employment Equity Act, an Aboriginal person is a person who is Indian (as defined by the Indian Act), 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)
- Non-white West Asian, North African or Arab (e.g., Iranian, Lebanese, Egyptian, Libyan)
- People of mixed origin (e.g., with one parent member of a visible minority group).

**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 job or workplace (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  
(e.g., unable to speak or difficulty speaking and being understood)
- Deafness or hearing impairment  
(e.g., unable to hear or difficulty hearing)
- Other disabilities  
(e.g., learning, developmental and other types of disabilities)

**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.

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**G. 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 provide your comments in the space below or email Brett Wells at [bwells@latitudegeo.com](mailto:bwells@latitudegeo.com).

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**I. Employee Signature**

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

Please return this form to HR at your convenience. For employees in KW or working remotely, please email it back to Brett Wells at [bwells@latitudegeo.com](mailto:bwells@latitudegeo.com).

Thank you for your participation!

Sent out	123
Turned in	104
Not Completed	19

Fully completed	98
Partially completed	4
Blank	2

**Federal Contractors Program  
Report of the First Compliance Assessment**

**Employer Name:** Latitude Geographics Group Ltd.

**Primary Location:** Victoria, British Columbia

**Number of Employees:**

British Columbia	111
Ontario	11
Total	122

**Organization Overview:**

NAICS 5112: Software Publishers

Latitude Geographics Group Ltd is a software development/engineering firm based primarily out of Victoria, British Columbia, although they do employ a small amount of staff out of an office in the Kitchener, Ontario area.

**Key Dates – First Year Assessment**

Initiated: December 2, 2017  
Received: November 24, 2017  
Workforce Analysis: November 24, 2017

**COLLECTION OF WORKFORCE INFORMATION**

	#	%
Number of Surveys Handed Out:	123	100
Number of Surveys Returned:	106	86
Number of Completed Surveys Returned:	98	80

- The questionnaire includes appropriate definitions.
- The questionnaire or accompanying documentation indicates that an employee may self-identify as being a member of more than one group.
- The questionnaire has an employee identifier.
- The questionnaire includes a question on gender if this information cannot be obtained from payroll or personnel records.
- The questionnaire indicates that it is available in alternate formats upon request.
- The questionnaire indicates that answering the self-identification questions is voluntary.

- The questionnaire indicates that the information gathered is confidential and will only be shared with others within the organization in order to carry-out employment equity obligations.
- The questionnaire indicates that employees can update or change information about themselves at any time

The following requirement was missing from the original survey that was distributed to staff:

- The questionnaire indicates that it is available in alternate formats upon request.

Note that the employment equity contact/recruitment specialist indicated that he mentioned verbally during a meeting with staff that the questionnaire was available in other formats. He had also spoken directly with a visually impaired staff member to advise that it was available in larger font if they so required.

Given that the employer advised staff that the questionnaire was available in other formats verbally, this requirement will be considered to have been met for the purposes of this assessment.

## **WORKFORCE ANALYSIS & GOAL SETTING**

- The workforce analysis was done using WEIMS.
- The organization selected the occupational defaults for establishing external availability estimates or provided reasonable justifications.
- The organization selected the geographic defaults for establishing external availability estimates or provided reasonable justifications.
- The organization appears to have properly coded its positions using the 2011 National Occupational Classification (NOC).
- The organization has set a goal for every designated group in every occupational group where a gap was identified.
- The organization has demonstrated that it has considered the following in setting its short-term goals: the degree of under-representation, the availability, anticipated growth or reduction and anticipated turnover in order to set a goal in each occupational group where a gap was identified.
- The goals set are sufficient to ensure reasonable progress by being above, or at minimum, equal to availability.

In November of 2017, the employer had requested information regarding the pre-set recruitment areas for occupational groups. The employment equity contact explained that because they are located in Victoria and recruit only locally, the defaults on their Workforce Analysis did not accurately reflect the labour market availability for their actual recruitment area (the defaults were mostly national/provincial). The contact person was advised at that time that this explanation for adjusting the Workforce Analysis settings was acceptable, and

was trained on how to change the default settings for recruitment areas in WEIMS. The organization then proceeded to complete a revised submission using CMA as their recruitment area, and they set their goals using the Workforce Analysis settings that they felt accurately reflected their true labour market availability.

The rationale on the Workforce Analysis given to explain the change in defaults stated that although recruitment was not limited to British Columbia, the majority of applicants were from the province. The organization further pointed out that since opportunities are posted online, they are accessible from anywhere in the world. The organization also explained that they recruit 91% of staff from Victoria as there is a sufficient amount of talent to pull from in that area, especially given that they are a small company of just over 100 employees.

The availability numbers that an employer uses to set their goals should mirror the profile of the organizations recruitment area. This allows for accurate and attainable goals to be set based on what is actually realistically available to the organization. As this employer recruits the vast majority of new hires from their local region, where there are many great universities to recruit local talent from, their rationale for changing the default settings of the Workforce Analysis is acceptable at this time.

Note that the employer was advised that if at the time of their subsequent assessment the gaps are persisting, new gaps are formed, or if the organization grows significantly, they may have to set their Workforce Analysis back to the default recruitment areas. This is especially true for the higher EEOG levels (01, 02 and 03), as at these levels, qualified candidates would generally relocate to take advantage of career opportunities.

**SUMMARY OF GOALS**

**Women**

Workforce Analysis Results		Goals			Representation	LMA
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term (1 to 3 years)	Long-term (3 years or more)		
#	Description	#	%	%	%	%
01	Senior Managers	-2	32.3	32.3	0.0	32.3
02	Middle & Other Managers	-4	41.6	41.6	26.1	41.6
03	Professionals	-6	25.4	25.4	17.8	25.4



The organization has set appropriate goals for all areas of under-representation identified by the workforce analysis.

**Aboriginal Peoples**

Workforce Analysis Results			Goals		Representation	LMA
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term	Long-term		
#	Description		#	(1 to 3 years)	(3 years or more)	%
02	Middle & Other Managers	-1	2.6	2.6	0.0	2.6
03	Professionals	-2	2.1	2.1	0.0	2.1

The workforce analysis revealed two gaps for Aboriginal peoples and in both instances, the organization has set a short-term and long-term goal that is equal to labour market availability.

**Members of Visible Minorities**

Workforce Analysis Results			Goals		Representation	LMA
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term	Long-term		
#	Description		#	(1 to 3 years)	(3 years or more)	%
02	Middle & Other Managers	-2	9.1	9.1	0.0	9.1

For the sole gap identified by the workforce analysis for members of visible minorities, the organization has set an appropriate short-term and long-term goal; both at availability level.

**Person with Disabilities**

Workforce Analysis Results			Goals		Representation	LMA
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term	Long-term		
#	Description		#	(1 to 3 years)	(3 years or more)	%
01/02	Senior Managers / Middle & Other Managers	-1	4.3	4.3	0.0	4.3
03	Professionals	-2	3.8	3.8	1.4	3.8

The workforce analysis indicates that two gaps exist for persons with disabilities. For both gaps, the organization has set appropriate short and long term goals which are equal to labour market availability.

**RECOMMENDATION**

I recommend that the employer be found:

in compliance     in non-compliance

Having assessed the data submitted by the employer regarding its workforce and considered its unique circumstances; I recommend that the closing letter include the following:

- The self-identification questionnaire used by Latitude Geographics Group Ltd. to survey the workforce did not specify that the questionnaire is available in alternate formats upon request. Although we understand that employees have been made aware of this verbally, the organization will be required to update its questionnaire to ensure that it is fully compliant with all requirements. Following the update, the organization should conduct a follow-up with employees to provide them with the most current version of the questionnaire, and allow them another opportunity to respond to the survey.

**Name of Analyst:** Alicia Dobney

**Date:** June 15<sup>th</sup>, 2018

**From:** Dobney, Alicia A <alicia.dobney@labour-travail.gc.ca> **On Behalf Of** EE-EME  
**Sent:** June 21, 2018 2:47 PM  
**To:** 'daves@latitudegeo.com' <daves@latitudegeo.com>  
**Cc:** 'hfong@latitudegeo.com' <hfong@latitudegeo.com>; 'Brett Wells' <bwells@latitudegeo.com>;  
Dobney, Alicia A <alicia.dobney@labour-travail.gc.ca>  
**Subject:** Government of Canada Agreement Number: 10000516 – Notification of Compliance with the Federal Contractors Program

*Cette information est également disponible en français sur demande.*

Dear David Stevenson:

I am writing to inform you that the compliance assessment initiated on December 2, 2017 has been completed. As a result of the assessment, Latitude Geographics Group Ltd. 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 Latitude Geographics Group Ltd.'s employment equity program.

- The self-identification questionnaire used by Latitude Geographics Group Ltd. to survey the workforce did not specify that the questionnaire is available in alternate formats upon request. Although we understand that employees have been made aware of this verbally, and the organization has updated its questionnaire, Latitude Geographics Group Ltd. should conduct a follow-up with employees to provide them with the most current version of the questionnaire, and allow them another opportunity to respond to the latest version.

### **Next Steps**

Under the terms of the FCP, your organization will be subject to a subsequent compliance assessment four years after the award date of your initial goods or services contract and every three years thereafter. The next assessment will be initiated on **December 2, 2020**. Future compliance assessments will focus on the achievement of reasonable progress in meeting the goals established in your organization's initial or updated employment equity submission.

When Latitude Geographics Group Ltd. is notified of a subsequent assessment, the following information will be required:

1. Workforce data (Form1 to 6) at the national level.
2. A current workforce analysis; and
3. A completed Achievement Report that includes revised short-term and long-term numerical goals for any remaining 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 reasonable progress has not been made, Latitude Geographics Group Ltd. 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 Alicia Dobney at [alicia.dobney@labour-travail.gc.ca](mailto:alicia.dobney@labour-travail.gc.ca).

Your cooperation during the course of this compliance assessment was appreciated and we wish Latitude Geographics Group Ltd. continued success in achieving a diverse and inclusive workplace.

Workplace Equity Team

Workplace Equity Division, Labour Program  
Employment and Social Development Canada / Government of Canada  
[ee-eme@hrsdc-rhdcc.gc.ca](mailto:ee-eme@hrsdc-rhdcc.gc.ca)



Joignez-vous au **Forum de l'équité, la diversité et l'inclusion en milieu de travail (FEDIMT)** 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!