

Labour Program
 Federal Contractors Program

OFFICIAL USE ONLY
Agreement N°:

s.19(1)
 s.24(1)

Agreement to Implement Employment Equity

(All sections must be completed)

- ☒ New Agreement
☐ Revised Agreement

ORGANIZATION	
Legal Name of Organization MCW Custom Energy Solutions 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]
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 541330	Total number of employees in Canada (Permanent Full-Time and/or Part-Time) 42 <input type="checkbox"/> Federally Regulated <input checked="" type="checkbox"/> Provincially Regulated

HEAD OFFICE			
Address (building number, street, suite, etc.) 207 Queen's Quay West, Suite 615	City Toronto	Province Ontario	Postal Code M5J 1A7
Telephone Number 416-598-2920			

EMPLOYMENT EQUITY CONTACT			
Name (print) Daniella Romano		Title Human Resources Manager	
Telephone Number 416-598-2920	E-mail Address dromano@mcw.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"> • 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) Colin Rabnett		Title Executive Partner	
Telephone Number 416-598-2920	E-mail Address crabnett@mcw.com	Preferred Language of Correspondence <input checked="" type="checkbox"/> English <input type="checkbox"/> French	
Sig [REDACTED]		Date (YYYY-MM-DD) 2017-02-07	

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 - MCW Custom Energy Solutions Ltd.(Volunteer)

Workforce Analysis - Detailed Report

Date: 2017-11-23

Women

Employment Equity Occupational Group	Internal Location	All Employees #	Representation		Women Availability		Gap #	Recruitment Area
			#	%	%	#		
01 : Senior Managers	National	2	0	0.0 %	27.4 %	1	-1	National
02 : Middle and Other Managers	National	14	2	14.3 %	38.9 %	5	-3	National
03 : Professionals		6	1	16.7 %	25.1 %	2	-1	
1111 : Financial auditors and accountants	National	1	0	0.0 %	55.1 %	1	-1	National
2132 : Mechanical engineers	National	3	1	33.3 %	9.0 %	0	1	National
2174 : Computer programmers and interactive media developers	National	1	0	0.0 %	17.9 %	0	0	National
4163 : Business development officers and marketing researchers and consultants	National	1	0	0.0 %	50.7 %	1	-1	National
04 : Semi-Professionals and Technicians		6	0	0.0 %	6.6 %	0	0	
2232 : Mechanical engineering technologists and technicians	Nova Scotia	1	0	0.0 %	0.0 %	0	0	Nova Scotia
2232 : Mechanical engineering technologists and technicians	Ontario	3	0	0.0 %	6.3 %	0	0	Ontario
2241 : Electrical and electronics engineering technologists and technicians	Ontario	1	0	0.0 %	12.1 %	0	0	Ontario
2264 : Construction inspectors	Ontario	1	0	0.0 %	8.6 %	0	0	Ontario
07 : Administrative and Senior Clerical Personnel		4	3	75.0 %	80.8 %	3	0	
Employment Equity Occupational Group	Halifax	2	2	100.0 %	81.4 %	2	0	Halifax
Employment Equity Occupational Group	Toronto	2	1	50.0 %	80.1 %	2	-1	Toronto
10 : Clerical Personnel		1	0	0.0 %	65.2 %	1	-1	
Employment Equity Occupational Group	Toronto	1	0	0.0 %	65.2 %	1	-1	Toronto
Total		33	6	18.2 %	35.7 %	12	-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 - MCW Custom Energy Solutions Ltd.(Volunteer)

Workforce Analysis - Detailed Report

Date: 2017-11-23

Aboriginal Peoples

Employment Equity Occupational Group	Internal Location	All Employees #	Aboriginal Peoples Representation		Aboriginal Peoples Availability		Gap #	Recruitment Area
			#	%	%	#		
01 : Senior Managers	National	2	0	0.0 %	2.9 %	0	0	National
02 : Middle and Other Managers	National	14	0	0.0 %	2.2 %	0	0	National
03 : Professionals		6	0	0.0 %	1.1 %	0	0	
1111 : Financial auditors and accountants	National	1	0	0.0 %	1.3 %	0	0	National
2132 : Mechanical engineers	National	3	0	0.0 %	0.7 %	0	0	National
2174 : Computer programmers and interactive media developers	National	1	0	0.0 %	1.0 %	0	0	National
4163 : Business development officers and marketing researchers and consultants	National	1	0	0.0 %	2.0 %	0	0	National
04 : Semi-Professionals and Technicians		6	1	16.7 %	1.5 %	0	1	
2232 : Mechanical engineering technologists and technicians	Nova Scotia	1	1	100.0 %	0.0 %	0	1	Nova Scotia
2232 : Mechanical engineering technologists and technicians	Ontario	3	0	0.0 %	1.4 %	0	0	Ontario
2241 : Electrical and electronics engineering technologists and technicians	Ontario	1	0	0.0 %	1.8 %	0	0	Ontario
2264 : Construction inspectors	Ontario	1	0	0.0 %	2.7 %	0	0	Ontario
07 : Administrative and Senior Clerical Personnel		4	0	0.0 %	1.5 %	0	0	
Employment Equity Occupational Group	Halifax	2	0	0.0 %	2.2 %	0	0	Halifax
Employment Equity Occupational Group	Toronto	2	0	0.0 %	0.8 %	0	0	Toronto
10 : Clerical Personnel		1	0	0.0 %	0.7 %	0	0	
Employment Equity Occupational Group	Toronto	1	0	0.0 %	0.7 %	0	0	Toronto
Total		33	1	3.0 %	1.8 %	0	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 - MCW Custom Energy Solutions Ltd.(Volunteer)

Workforce Analysis - Detailed Report

Date: 2017-11-23

Members of Visible Minorities

Employment Equity Occupational Group	Internal Location	All Employees #	Members of Visible Minorities Representation		Availability		Gap #	Recruitment Area
			#	%	%	#		
01 : Senior Managers	National	2	0	0.0 %	10.1 %	0	0	National
02 : Middle and Other Managers	National	14	1	7.1 %	15.0 %	2	-1	National
03 : Professionals		6	4	66.7 %	27.8 %	2	2	
1111 : Financial auditors and accountants	National	1	1	100.0 %	27.5 %	0	1	National
2132 : Mechanical engineers	National	3	3	100.0 %	28.6 %	1	2	National
2174 : Computer programmers and interactive media developers	National	1	0	0.0 %	31.5 %	0	0	National
4163 : Business development officers and marketing researchers and consultants	National	1	0	0.0 %	21.9 %	0	0	National
04 : Semi-Professionals and Technicians		6	2	33.3 %	17.8 %	1	1	
2232 : Mechanical engineering technologists and technicians	Nova Scotia	1	0	0.0 %	0.0 %	0	0	Nova Scotia
2232 : Mechanical engineering technologists and technicians	Ontario	3	1	33.3 %	20.5 %	1	0	Ontario
2241 : Electrical and electronics engineering technologists and technicians	Ontario	1	0	0.0 %	31.4 %	0	0	Ontario
2264 : Construction inspectors	Ontario	1	1	100.0 %	13.9 %	0	1	Ontario
07 : Administrative and Senior Clerical Personnel		4	0	0.0 %	21.5 %	1	-1	
Employment Equity Occupational Group	Halifax	2	0	0.0 %	5.8 %	0	0	Halifax
Employment Equity Occupational Group	Toronto	2	0	0.0 %	37.3 %	1	-1	Toronto
10 : Clerical Personnel		1	0	0.0 %	48.1 %	0	0	
Employment Equity Occupational Group	Toronto	1	0	0.0 %	48.1 %	0	0	Toronto
Total		33	7	21.2 %	19.3 %	6	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 - MCW Custom Energy Solutions Ltd.(Volunteer)

Workforce Analysis - Detailed Report

Date: 2017-11-23

Persons with Disabilities

Employment Equity Occupational Group	Internal Location	All Employees #	Persons with Disabilities Representation		Persons with Disabilities Availability		Gap #	Recruitment Area
			#	%	%	#		
01/02 : Managers	National	16	1	6.3 %	4.3 %	1	0	National
03 : Professionals	National	6	0	0.0 %	3.8 %	0	0	National
04 : Semi-Professionals and Technicians	National	6	0	0.0 %	4.6 %	0	0	National
07 : Administrative and Senior Clerical Personnel	National	4	0	0.0 %	3.4 %	0	0	National
10 : Clerical Personnel	National	1	0	0.0 %	7.0 %	0	0	National
Total		33	1	3.1 %	4.2 %	1	0	

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: 2017-11-23

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
10 : Clerical Personnel	EEOG	CMA



Workforce Analysis - Detailed Report

Date: 2017-11-23

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
10 : Clerical Personnel	EEOG	National



Workplace Equity Information Management System - MCW Custom Energy Solutions Ltd.(Volunteer)

Workforce Analysis - Summary Report

Date: 2017-11-23

Women

Employment Equity Occupational Group	All Employees	Women				
		Representation		Availability		Gap
		#	#	%	%	#
01 : Senior Managers	2	0	0.0 %	27.4 %	1	-1
02 : Middle and Other Managers	14	2	14.3 %	38.9 %	5	-3
03 : Professionals	6	1	16.7 %	25.1 %	2	-1
04 : Semi-Professionals and Technicians	6	0	0.0 %	6.6 %	0	0
07 : Administrative and Senior Clerical Personnel	4	3	75.0 %	80.8 %	3	0
10 : Clerical Personnel	1	0	0.0 %	65.2 %	1	-1
Total	33	6	18.2 %	35.7 %	12	-6

Total may not equal sum of components due to rounding.



Workplace Equity Information Management System - MCW Custom Energy Solutions Ltd.(Volunteer)

Workforce Analysis - Summary Report

Date: 2017-11-23

Aboriginal Peoples

Employment Equity Occupational Group	All Employees #	Aboriginal Peoples Representation		Availability		Gap #
		#	%	%	#	
01 : Senior Managers	2	0	0.0 %	2.9 %	0	0
02 : Middle and Other Managers	14	0	0.0 %	2.2 %	0	0
03 : Professionals	6	0	0.0 %	1.1 %	0	0
04 : Semi-Professionals and Technicians	6	1	16.7 %	1.5 %	0	1
07 : Administrative and Senior Clerical Personnel	4	0	0.0 %	1.5 %	0	0
10 : Clerical Personnel	1	0	0.0 %	0.7 %	0	0
Total	33	1	3.0 %	1.8 %	0	1

Total may not equal sum of components due to rounding.



Workplace Equity Information Management System - MCW Custom Energy Solutions Ltd.(Volunteer)

Workforce Analysis - Summary Report

Date: 2017-11-23

Members of Visible Minorities

Employment Equity Occupational Group	All Employees	Members of Visible Minorities				
		Representation		Availability		Gap
		#	%	%	#	#
01 : Senior Managers	2	0	0.0 %	10.1 %	0	0
02 : Middle and Other Managers	14	1	7.1 %	15.0 %	2	-1
03 : Professionals	6	4	66.7 %	27.8 %	2	2
04 : Semi-Professionals and Technicians	6	2	33.3 %	17.8 %	1	1
07 : Administrative and Senior Clerical Personnel	4	0	0.0 %	21.5 %	1	-1
10 : Clerical Personnel	1	0	0.0 %	48.1 %	0	0
Total	33	7	21.2 %	19.3 %	6	1

Total may not equal sum of components due to rounding.



Workplace Equity Information Management System - MCW Custom Energy Solutions Ltd.(Volunteer)

Workforce Analysis - Summary Report

Date: 2017-11-23

Persons with Disabilities

Employment Equity Occupational Group	All Employees #	Persons with Disabilities				Gap #
		Representation #	%	Availability %	#	
01/02 : Managers	16	1	6.3 %	4.3 %	1	0
03 : Professionals	6	0	0.0 %	3.8 %	0	0
04 : Semi-Professionals and Technicians	6	0	0.0 %	4.6 %	0	0
07 : Administrative and Senior Clerical Personnel	4	0	0.0 %	3.4 %	0	0
10 : Clerical Personnel	1	0	0.0 %	7.0 %	0	0
Total	33	1	3.1 %	4.2 %	1	0

Total may not equal sum of components due to rounding.



Workforce Analysis - Summary Report

Date: 2017-11-23

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
10 : Clerical Personnel	EEOG	CMA



Workforce Analysis - Summary Report

Date: 2017-11-23

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
10 : Clerical Personnel	EEOG	National

Short-term Goal Setting Tool
MCW Custom Energy Solutions Ltd.
2017-11-07

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 2017/11/07	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 2018-2020		Present Availability	Present Gap	Projected Gap	Present Representation	Projected Representation in 3 Years
								Annually	Over 3 Years								
	#	%	#	%	#	#	#	%	#	#	%	%	#	#	%	%	
Senior Managers	2	5.0%	0	0.0%	0	0	0	0.0%	0	1	0	27.4%	27.4%	-1	-1	0.0%	0.0%
Middle & Other Managers	14	5.0%	2	0.0%	0	2	2	0.0%	0	4	1	38.9%	38.9%	-3	-3	14.3%	18.8%
Professionals	6	9.3%	2	0.0%	0	2	1	0.0%	0	2	1	25.1%	25.1%	-1	0	16.7%	25.0%
Semi-Professionals & Technicians	6	5.0%	1	5.0%	1	2	0	5.0%	0	0	0	6.6%	6.6%	0	0	0.0%	0.0%
Supervisors			0		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				0	#DIV/0!	#DIV/0!
Administrative & Senior Clerical Personnel	4	0.0%	0	0.0%	0	0	3	0.0%	0	0	0	80.8%	80.0%	0	0	75.0%	75.0%
Skilled Sales & Service Personnel			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	#DIV/0!	#DIV/0!
Clerical Personnel	1	0.0%	0	0.0%	0	0	0	0.0%	0	1	0	65.2%	65.2%	-1	-1	0.0%	0.0%
Intermediate Sales & Service Personnel			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	#DIV/0!	#DIV/0!
Other Sales & Service Personnel			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	#DIV/0!	#DIV/0!

Short-term Goal Setting Tool

07/11/2017

43046

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	$B \times C \times 3$	Data entry	$B \times E \times 3$	$D + F$	Data entry from from Workforce Analysis	Equivalent to E	$H \times I \times 3$	$(D \times N) - O + J$	$G \times M$	Data entry	Data entry from from Workforce Analysis	Data entry from from Workforce Analysis	$(H - J + L) - ((B + D) \times N)$	$H \div B$	$(H - J + L) \div (B + D)$

Employment Equity Occupational Group (EEOG)	All Employees 2017/11/07	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 2018-2020		Present Availability	Present Gap	Projected Gap	Present Representation	Projected Representation in 3 Years
								Annually	Over 3 Years								
	#	%	#	%	#	#	%	#	#	#	%	%	#	#	%	%	
Senior Managers	2	5.0%	0	0.0%	0	0	0	0	0.0%	0	0	2.9%	2.9%	0	0	0.0%	0.0%
Middle & Other Managers	14	5.0%	2	0.0%	0	2	0	0	0.0%	0	0	2.2%	2.2%	0	0	0.0%	0.0%
Professionals	6	9.3%	2	0.0%	0	2	0	0	0.0%	0	0	1.1%	1.1%	0	0	0.0%	0.0%
Semi-Professionals & Technicians	6	5.0%	1	5.0%	1	2	1	5.0%	0	-1	0	1.5%	1.5%	1	1	16.7%	14.3%
Supervisors			0		0	0	0	0.0%	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	0.0%	0.0%	0	0	#DIV/0!	#DIV/0!
Administrative & Senior Clerical Personnel	4	0.0%	0	0.0%	0	0	0	0.0%	0	0	0	1.5%	1.5%	0	0	0.0%	0.0%
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	1	0.0%	0	0.0%	0	0	0	0.0%	0	0	0	0.7%	0.7%	0	0	0.0%	0.0%
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!

Short-term Goal Setting Tool

MCW Custom Energy Solutions Ltd.
43046

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 2017/11/07	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 2018-2020		Present Availability	Present Gap	Projected Gap	Present Representation	Projected Representation in 3 Years
								Annually	Over 3 Years								
#	%	#	%	#	#	%	#	#	%	%	#	#	%	%			
Senior Managers	2	5.0%	0	0.0%	0	0	0	0.0%	0	0	0	0.0%	0.0%	0	0	0.0%	0.0%
Middle & Other Managers	14	5.0%	2	0.0%	0	2	1	0.0%	0	0	0	4.3%	4.3%	0	0	7.1%	6.3%
Professionals	6	9.3%	2	0.0%	0	2	0	0.0%	0	0	0	3.8%	3.8%	0	0	0.0%	0.0%
Semi-Professionals & Technicians	6	5.0%	1	5.0%	1	2	0	5.0%	0	0	0	4.6%	4.6%	0	0	0.0%	0.0%
Supervisors			0		0	0	0	0.0%	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	0.0%	0.0%	0	0	#DIV/0!	#DIV/0!
Administrative & Senior Clerical Personnel	4	0.0%	0	0.0%	0	0	0	0.0%	0	0	0	3.4%	3.4%	0	0	0.0%	0.0%
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	1	0.0%	0	0.0%	0	0	0	0.0%	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	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!

Short-term Goal Setting Tool

MCW Custom Energy Solutions Ltd.
43046

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 2017/11/07	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 2018-2020		Present Availability	Present Gap	Projected Gap	Present Representation	Projected Representation in 3 Years
								Annually	Over 3 Years								
#	%	#	%	#	#	%	#	#	%	%	#	#	%	%			
Senior Managers	2	5.0%	0	0.0%	0	0	0	0.0%	0	0	0	10.1%	10.1%	0	0	0.0%	0.0%
Middle & Other Managers	14	5.0%	2	0.0%	0	2	1	0.0%	0	1	0	15.0%	15.0%	-1	-1	7.1%	6.3%
Professionals	6	9.3%	2	0.0%	0	2	4	0.0%	0	-1	1	27.8%	27.8%	2	3	66.7%	62.5%
Semi-Professionals & Technicians	6	5.0%	1	5.0%	1	2	2	5.0%	0	-1	0	17.8%	17.8%	1	1	33.3%	28.6%
Supervisors			0		0	0	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		0.0%		0	#DIV/0!	#DIV/0!
Administrative & Senior Clerical Personnel	4	0.0%	0	0.0%	0	0	0	0.0%	0	1	0	21.5%	21.5%	-1	-1	0.0%	0.0%
Skilled Sales & Service Personnel			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	#DIV/0!	#DIV/0!
Clerical Personnel	1	0.0%	0	0.0%	0	0	0	0.0%	0	0	0	48.1%	48.1%	0	0	0.0%	0.0%
Intermediate Sales & Service Personnel			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	#DIV/0!	#DIV/0!
Other Sales & Service Personnel			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	#DIV/0!	#DIV/0!

Summary of Goals
MCW Custom Energy Solutions Ltd.
2017-11-07

Women

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	#	# or %	# or %	
01	Senior Managers	-1	27.4%	27.4%	
02	Middle and Other Managers	-3	38.9%	38.9%	
03	Professionals	-1	25.1%	25.1%	
04	Semi-Professionals and Technicians	0	6.6%	6.6%	
07	Administrative and Senior Clerical Personnel	0	80.8%	80.8%	
10	Clerical Personnel	-1	65.2%	65.2%	

Aboriginal Peoples

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	#	# or %	# or %	
01	Senior Managers	0	2.9%	2.9%	
02	Middle and Other Managers	0	2.2%	2.2%	
03	Professionals	0	1.1%	1.1%	
04	Semi-Professionals and Technicians	1	1.5%	1.5%	
07	Administrative and Senior Clerical Personnel	0	1.5%	1.5%	
10	Clerical Personnel	0	0.7%	0.7%	

Persons with Disabilities

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	#	# or %	# or %	
01	Senior Managers	0	0%	0%	
02	Middle and Other Managers	0	4.3%	4.3%	
03	Professionals	0	3.8%	3.8%	
04	Semi-Professionals and Technicians	0	4.6%	4.6%	
07	Administrative and Senior Clerical Personnel	0	3.4%	3.4%	
10	Clerical Personnel	0	7.0%	7.0%	

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	#	# or %	# or %	
01	Senior Managers	0	10.1%	10.1%	
02	Middle and Other Managers	-1	15.0%	15.0%	
03	Professionals	2	27.8%	27.8%	
04	Semi-Professionals and Technicians	1	17.8%	17.8%	
07	Administrative and Senior Clerical Personnel	-1	21.5%	21.5%	
10	Clerical Personnel	0	48.1%	48.1%	

Employment Equity Self-Identification Questionnaire

MCW Custom Energy Solutions 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 ensures 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 the following questionnaire will help create an accurate picture of our workforce. We assure you that our workforce is a safe environment in which to self-identify. Completion of this questionnaire is voluntary. You may choose to leave some spaces blank. 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. You can ask for the accommodation you need in order to fulfil your work related duties to the best of your ability. This questionnaire is available in Braille, large print or audio format upon request. If you require any other type of accommodation throughout the process please contact Kate McCord at kmccord@mcw.com.

Employee Identifier:

Please indicate your name and position title.

Example:

Name: John Smith Job Title: Senior Energy Engineer

1. Gender

- ☐ Male
- ☐ Female
- ☐ Other
- ☐ Prefer not to disclose

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.

2. 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

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

Employment Equity Self-Identification Questionnaire

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 (Lebanese, Iranian, Egyptian, Libyan) People of mixed origin (e.g., with one parent in one of the visible minority groups listed above)

3. Are you a member of a visible minority?

- ☐ Yes
- ☐ No

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 function 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 (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 (learning, developmental and other types of disabilities)

4. Are you a person with a disability?

- ☐ Yes
- ☐ No

5. Additional Data for Accommodation Purposes: If you feel you are not currently receiving adequate accommodation 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.

Employment Equity Self-Identification Questionnaire

6. Voluntary Employee Participation: Please indicate below if you wish to have your employment equity self-identification information used for particular employment equity initiatives. Data will be used for statistical purposes only. Your information is confidential and can be updated or changed at any time.

- ☐ Yes
- ☐ No

7. As part of our ongoing employment equity work, from time to time we ask designated group members to participate in various activities (e.g., committees, focus groups) to provide feedback on new programs. If you agree to be contacted directly by the employment equity contact for this kind of activity please indicate "yes" below.

- ☐ Yes
- ☐ No

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 employment equity contact by phone (ext. 496) or email kmccord@mcw.com

FCP Employment Equity Fact Sheet:

Number of Employees Surveyed: 34

Number of Full-Time permanent employees surveyed: 34

Blank Questionnaires: 0

Incomplete Questionnaires: 1

Fully Completed Questionnaires: 33

Federal Contractors Program Report of the First Compliance Assessment

Employer Name: MCW Custom Energy Solutions LTD.

MCW is a voluntary employer under the Federal Contractors Program (FCP). The organization is aware that it does not have any obligation to FCP due to the size of the workforce, but it intends to implement employment equity and make this their standard police.

Primary Location: Toronto, Ontario

Number of Employees: 33

Organization Overview:

NAICS 5413: Architectural, engineering and related services

MCW Custom Energy Solutions Ltd. is a Canadian Energy Service Company (ESCO). They provide professional engineering services to educational, industrial, commercial and residential clients by building energy solutions which helps them to reduce the utility costs, carbon management and renewal opportunities.

Key Dates – First Year Assessment

Initiated: 2017/02/17
Received: 2018/01/18
WFA: 2017/11/23

COLLECTION OF WORKFORCE INFORMATION

	#	%
Number of Surveys Handed Out:	34	100
Number of Surveys Returned:	34	100
Number of Completed Surveys Returned:	33	97

- ☒ 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

Observations:

The organization's self-identification questionnaire or accompanying documentation included all required elements. Further, the organization achieved a return and response rate that is well above the standard 80% benchmark.

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.

Observations:

The company has set long and short term goal as per the labour market availability for all occupational groups in its workforce – not only for areas where a gap was uncovered. All goals were set in percentage format.

SUMMARY OF GOALS**Women**

Workforce Analysis Results			Goals		Representation	LMA
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term	Long-term		
			(1 to 3 years)	(3 years or more)		
#	Description	#	%	%	%	%
1	Senior Managers	-1	27.4	27.4	0.0	27.4
2	Middle & Other Managers	-3	38.9	38.9	14.3	38.9
3	Professionals	-1	25.1	25.1	16.7	25.1
10	Clerical Personnel	-1	65.2	65.2	0.0	65.2

Observations:

The data provided by the company shows that there are gaps in the Senior Managers, Middle & other Managers, Professionals and Clerical Personnel occupational groups. For each gap, the organization has set a goal that is equal to the respective labour market availability. It should be noted that the organization has also set hiring and promotion goals in EEOGs 04 and 07 (Semi-Professionals and Technicians, and Administrative and Senior Clerical Personnel) where no gaps were uncovered. This is a proactive step to ensure that representation levels are maintained.

It is recommended that the organization be advised of the 50% rule for women so that it does not pursue the hiring and promotion of women in these categories in a way that would encourage occupational segregation. This is the case for EEOG 07 (where no gaps exist) and EEOG 10 (where a gap was uncovered).

Aboriginal Peoples

The organization does not have a gap for Aboriginal people. The organization did, however, set a short-term and long-term goal to hire at levels that match the labour market availability.

Members of Visible Minorities

Workforce Analysis Results			Goals		Representation	LMA
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term	Long-term		
			(1 to 3 years)	(3 years or more)		
#	Description	#	%	%	%	%
2	Middle & Other Managers	-1	15.0	15.0	7.1	15.0
7	Administrative & Senior Clerical Personnel	-1	21.5	21.5	0.0	21.5

Observations:

Presently, the data provided by the company shows that there is a gap in the Middle & Other Managers and the Administrative & Senior Clerical Personnel occupational groups. A goal equal to labour market availability has been set to address both areas of under-representation. .

Person with Disabilities

While the overall representation of persons with disabilities is below the overall labour market availability (3.1% compared to 4.2%), the workforce analysis does not reveal a gap for this designated group. The organization did, however, set a short-term and long-term goal to hire at levels that match the 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:

- We note that MCW Custom Energy Solutions Ltd. has established hiring and promotion goals for all occupational groups in its workforce that are equal to the respective labour market availability in each group. This is a great step to ensure that gaps are closed and that representation levels are maintained in areas where equitable representation levels have been achieved. Please note, however, that in the case of women, we would not encourage you to have goals beyond 50%, regardless of the labour market availability for the particular occupational group. This will ensure that women are not clustered in specific occupations within the workforce and that these occupations are welcoming of all genders.

Name of Analyst: Neena Sharan

Date: 2018/05/15

From: Sharan, Neena [NC] **On Behalf Of** EE-EME

Sent: June 19, 2018 12:03 PM

To: 'crabnett@mcw.com' <crabnett@mcw.com>; 'dromano@mcw.com' <dromano@mcw.com>

Subject: Government of Canada Agreement Number: 10000533 – Notification of Compliance with the Federal Contractors Program

Cette information est également disponible en français sur demande.

Dear Colin Rabnett:

I am writing to inform you that the compliance assessment initiated on February 07, 2018 has been completed. As a result of the assessment, MCW Custom Energy Solutions 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 MCW Custom Energy Solutions Ltd.'s employment equity program.

- We note that MCW Custom Energy Solutions Ltd. has established hiring and promotion goals for all occupational groups in its workforce that are equal to the respective labour market availability in each group. This is a positive step to ensure that gaps are closed and that representation levels are maintained in areas where equitable representation levels have been achieved. Please note, however, that in the case of women, we would not encourage you to have goals beyond 50%, regardless of the labour market availability for the particular occupational group. This will ensure that women are not clustered in specific occupations within the workforce and that these occupations are welcoming of all genders.

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 February 07, 2021. 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 MCW Custom Energy Solutions Ltd. is notified of a subsequent assessment, the following information will be required:

1. Workforce data (Form 1 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, MCW Custom Energy Solutions 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 Neena Sharan at neena.sharan@labour-travail.gc.ca.

Your cooperation during the course of this compliance assessment was appreciated and we wish MCW Custom Energy Solutions 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@hrsdcc-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!