

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

Labour Program
Federal Contractors Program

OFFICIAL USE ONLY
Agreement N°:

Agreement to Implement Employment Equity

(All sections must be completed)

- New Agreement
 Revised Agreement

ORGANIZATION	
Legal Name of Organization SRK Consulting (Canada) Inc.	Parent company is located outside Canada <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No
Operating Name (if different from Legal Name of Organization)	Business Number [REDACTED]
Organization's North American Industry Classification System (NAICS) Code Number To find your organization's four-digit NAICS code please visit: http://www.statcan.gc.ca/subjects-sujets/standard-norme/naics-scian/2007/list-liste-eng.htm 5419	Total number of employees in Canada (Permanent Full-Time and/or Part-Time) 140 <input type="checkbox"/> Federally Regulated <input checked="" type="checkbox"/> Provincially Regulated

HEAD OFFICE			
Address (building number, street, suite, etc.) 1066 West Hastings Street Suite 2200	City Vancouver	Province BC	Postal Code V6E3X2
Telephone Number 604-681-4196			

EMPLOYMENT EQUITY CONTACT			
Name (print) Tyla Hay	Title HR Manager		
Telephone Number 604-681-4196	E-mail Address thay@srk.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) Andrew Barrett	Title Vice-President		
Telephone Number 604-681-4196	E-mail Address [REDACTED]@srk.com	Preferred Language of Correspondence <input checked="" type="checkbox"/> English <input type="checkbox"/> French	
Signature [REDACTED]	Date (YYYY-MM-DD) 2017-06-06		

Privacy Notice:

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.



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 - SRK Consulting (Canada) Inc.

Workforce Analysis - Detailed Report

Date: 2017-10-19

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	4	1	25.0 %	38.9 %	2	-1	National
03 : Professionals		118	33	28.0 %	21.1 %	25	8	
1111 : Financial auditors and accountants	National	5	2	40.0 %	55.1 %	3	-1	National
1123 : Professional occupations in advertising, marketing and public relations	National	4	3	75.0 %	66.4 %	3	0	National
2113 : Geoscientists and oceanographers	National	33	7	21.2 %	22.4 %	7	0	National
2131 : Civil engineers	National	20	7	35.0 %	15.3 %	3	4	National
2134 : Chemical engineers	National	3	2	66.7 %	24.5 %	1	1	National
2143 : Mining engineers	National	23	6	26.1 %	12.1 %	3	3	National
2144 : Geological engineers	National	22	4	18.2 %	15.9 %	3	1	National
2147 : Computer engineers (except software engineers and designers)	National	2	0	0.0 %	12.6 %	0	0	National
2174 : Computer programmers and interactive media developers	National	3	1	33.3 %	17.9 %	1	0	National
4112 : Lawyers and Quebec notaries	National	1	0	0.0 %	42.5 %	0	0	National
4162 : Economists and economic policy researchers and analysts	National	2	1	50.0 %	42.3 %	1	0	National
04 : Semi-Professionals and Technicians		6	3	50.0 %	29.5 %	2	1	
2211 : Chemical technologists and technicians	British Columbia	1	1	100.0 %	43.6 %	0	1	British Columbia
2253 : Drafting technologists and technicians	Saskatchewan	1	1	100.0 %	22.6 %	0	1	Saskatchewan
2255 : Technical occupations in geomatics and meteorology	British Columbia	1	1	100.0 %	38.9 %	0	1	British Columbia
2255 : Technical occupations in geomatics and meteorology	Saskatchewan	1	0	0.0 %	31.6 %	0	0	Saskatchewan
2281 : Computer network technicians	British Columbia	1	0	0.0 %	19.8 %	0	0	British Columbia
2281 : Computer network technicians	Ontario	1	0	0.0 %	20.8 %	0	0	Ontario
07 : Administrative and Senior Clerical Personnel		15	15	100.0 %	79.8 %	12	3	
Employment Equity Occupational Group	Greater Sudbury	2	2	100.0 %	83.9 %	2	0	Greater Sudbury
Employment Equity Occupational Group	Toronto	2	2	100.0 %	80.1 %	2	0	Toronto



Workplace Equity Information Management System - SRK Consulting (Canada) Inc.

Workforce Analysis - Detailed Report

Date: 2017-10-19

Women

Employment Equity Occupational Group	Internal Location	All Employees #	Representation		Women Availability		Gap #	Recruitment Area
			#	%	%	#		
Employment Equity Occupational Group	Vancouver	11	11	100.0 %	79.0 %	9	2	Vancouver
10 : Clerical Personnel		4	3	75.0 %	70.0 %	3	0	
Employment Equity Occupational Group	Vancouver	4	3	75.0 %	70.0 %	3	0	Vancouver
Total		149	55	36.9 %	29.2 %	45	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 - SRK Consulting (Canada) Inc.

Workforce Analysis - Detailed Report

Date: 2017-10-19

Aboriginal Peoples

Employment Equity Occupational Group	Internal Location	All Employees #	Aboriginal Peoples					Recruitment Area
			Representation		Availability		Gap #	
			#	%	%	#		
01 : Senior Managers	National	2	1	50.0 %	2.9 %	0	1	National
02 : Middle and Other Managers	National	4	0	0.0 %	2.2 %	0	0	National
03 : Professionals		118	0	0.0 %	1.2 %	1	-1	
1111 : Financial auditors and accountants	National	5	0	0.0 %	1.3 %	0	0	National
1123 : Professional occupations in advertising, marketing and public relations	National	4	0	0.0 %	2.1 %	0	0	National
2113 : Geoscientists and oceanographers	National	33	0	0.0 %	1.4 %	0	0	National
2131 : Civil engineers	National	20	0	0.0 %	1.0 %	0	0	National
2134 : Chemical engineers	National	3	0	0.0 %	0.6 %	0	0	National
2143 : Mining engineers	National	23	0	0.0 %	1.6 %	0	0	National
2144 : Geological engineers	National	22	0	0.0 %	0.8 %	0	0	National
2147 : Computer engineers (except software engineers and designers)	National	2	0	0.0 %	0.9 %	0	0	National
2174 : Computer programmers and interactive media developers	National	3	0	0.0 %	1.0 %	0	0	National
4112 : Lawyers and Quebec notaries	National	1	0	0.0 %	1.6 %	0	0	National
4162 : Economists and economic policy researchers and analysts	National	2	0	0.0 %	1.2 %	0	0	National
04 : Semi-Professionals and Technicians		6	0	0.0 %	2.0 %	0	0	
2211 : Chemical technologists and technicians	British Columbia	1	0	0.0 %	3.0 %	0	0	British Columbia
2253 : Drafting technologists and technicians	Saskatchewan	1	0	0.0 %	2.4 %	0	0	Saskatchewan
2255 : Technical occupations in geomatics and meteorology	British Columbia	1	0	0.0 %	3.5 %	0	0	British Columbia
2255 : Technical occupations in geomatics and meteorology	Saskatchewan	1	0	0.0 %	0.0 %	0	0	Saskatchewan
2281 : Computer network technicians	British Columbia	1	0	0.0 %	2.0 %	0	0	British Columbia
2281 : Computer network technicians	Ontario	1	0	0.0 %	1.4 %	0	0	Ontario
07 : Administrative and Senior Clerical Personnel		15	0	0.0 %	2.8 %	0	0	
Employment Equity Occupational Group	Greater Sudbury	2	0	0.0 %	8.6 %	0	0	Greater Sudbury
Employment Equity Occupational Group	Toronto	2	0	0.0 %	0.8 %	0	0	Toronto



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Workforce Analysis - Detailed Report

Date: 2017-10-19

Aboriginal Peoples

Employment Equity Occupational Group	Internal Location	All Employees #	Aboriginal Peoples Representation		Aboriginal Peoples Availability		Gap #	Recruitment Area
			#	%	%	#		
Employment Equity Occupational Group	Vancouver	11	0	0.0 %	2.1 %	0	0	Vancouver
10 : Clerical Personnel		4	0	0.0 %	2.4 %	0	0	
Employment Equity Occupational Group	Vancouver	4	0	0.0 %	2.4 %	0	0	Vancouver
Total		149	1	0.7 %	1.5 %	1	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 - SRK Consulting (Canada) Inc.

Workforce Analysis - Detailed Report

Date: 2017-10-19

Members of Visible Minorities

Employment Equity Occupational Group	Internal Location	All Employees #	Members of Visible Minorities					Recruitment Area
			Representation		Availability		Gap #	
			#	%	%	#		
01 : Senior Managers	National	2	0	0.0 %	10.1 %	0	0	National
02 : Middle and Other Managers	National	4	1	25.0 %	15.0 %	1	0	National
03 : Professionals		118	10	8.5 %	20.0 %	24	-14	
1111 : Financial auditors and accountants	National	5	3	60.0 %	27.5 %	1	2	National
1123 : Professional occupations in advertising, marketing and public relations	National	4	0	0.0 %	16.9 %	1	-1	National
2113 : Geoscientists and oceanographers	National	33	3	9.1 %	13.2 %	4	-1	National
2131 : Civil engineers	National	20	1	5.0 %	26.0 %	5	-4	National
2134 : Chemical engineers	National	3	0	0.0 %	30.8 %	1	-1	National
2143 : Mining engineers	National	23	2	8.7 %	16.1 %	4	-2	National
2144 : Geological engineers	National	22	1	4.5 %	22.6 %	5	-4	National
2147 : Computer engineers (except software engineers and designers)	National	2	0	0.0 %	38.2 %	1	-1	National
2174 : Computer programmers and interactive media developers	National	3	0	0.0 %	31.5 %	1	-1	National
4112 : Lawyers and Quebec notaries	National	1	0	0.0 %	12.5 %	0	0	National
4162 : Economists and economic policy researchers and analysts	National	2	0	0.0 %	26.3 %	1	-1	National
04 : Semi-Professionals and Technicians		6	1	16.7 %	20.8 %	1	0	
2211 : Chemical technologists and technicians	British Columbia	1	0	0.0 %	40.6 %	0	0	British Columbia
2253 : Drafting technologists and technicians	Saskatchewan	1	0	0.0 %	6.3 %	0	0	Saskatchewan
2255 : Technical occupations in geomatics and meteorology	British Columbia	1	1	100.0 %	15.2 %	0	1	British Columbia
2255 : Technical occupations in geomatics and meteorology	Saskatchewan	1	0	0.0 %	0.0 %	0	0	Saskatchewan
2281 : Computer network technicians	British Columbia	1	0	0.0 %	28.5 %	0	0	British Columbia
2281 : Computer network technicians	Ontario	1	0	0.0 %	34.1 %	0	0	Ontario
07 : Administrative and Senior Clerical Personnel		15	6	40.0 %	31.0 %	5	1	
Employment Equity Occupational Group	Greater Sudbury	2	0	0.0 %	1.5 %	0	0	Greater Sudbury
Employment Equity Occupational Group	Toronto	2	0	0.0 %	37.3 %	1	-1	Toronto



Workplace Equity Information Management System - SRK Consulting (Canada) Inc.

Workforce Analysis - Detailed Report

Date: 2017-10-19

Members of Visible Minorities

Employment Equity Occupational Group	Internal Location	All Employees #	Members of Visible Minorities Representation		Availability		Gap #	Recruitment Area
			#	%	%	#		
Employment Equity Occupational Group	Vancouver	11	6	54.5 %	35.3 %	4	2	Vancouver
10 : Clerical Personnel		4	1	25.0 %	42.3 %	2	-1	
Employment Equity Occupational Group	Vancouver	4	1	25.0 %	42.3 %	2	-1	Vancouver
Total		149	19	12.8 %	21.5 %	33	-14	

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 - SRK Consulting (Canada) Inc.

Workforce Analysis - Detailed Report

Date: 2017-10-19

Persons with Disabilities

Employment Equity Occupational Group	Internal Location	All Employees #	Persons with Disabilities				Gap #	Recruitment Area
			Representation #	%	Availability %	#		
01/02 : Managers	National	6	0	0.0 %	4.3 %	0	0	National
03 : Professionals	National	118	0	0.0 %	3.8 %	4	-4	National
04 : Semi-Professionals and Technicians	National	6	0	0.0 %	4.6 %	0	0	National
07 : Administrative and Senior Clerical Personnel	National	15	0	0.0 %	3.4 %	1	-1	National
10 : Clerical Personnel	National	4	0	0.0 %	7.0 %	0	0	National
Total		149	0	0.0 %	3.9 %	5	-5	

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: 2017-10-19

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: 2017-10-19

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 - SRK Consulting (Canada) Inc.

Workforce Analysis - Summary Report

Date: 2017-10-19

Women

Employment Equity Occupational Group	All Employees #	Representation		Women Availability		Gap #
		#	%	%	#	
01 : Senior Managers	2	0	0.0 %	27.4 %	1	-1
02 : Middle and Other Managers	4	1	25.0 %	38.9 %	2	-1
03 : Professionals	118	33	28.0 %	21.1 %	25	8
04 : Semi-Professionals and Technicians	6	3	50.0 %	29.5 %	2	1
07 : Administrative and Senior Clerical Personnel	15	15	100.0 %	79.8 %	12	3
10 : Clerical Personnel	4	3	75.0 %	70.0 %	3	0
Total	149	55	36.9 %	29.2 %	45	10

Total may not equal sum of components due to rounding.



Workplace Equity Information Management System - SRK Consulting (Canada) Inc.

Workforce Analysis - Summary Report

Date: 2017-10-19

Aboriginal Peoples

Employment Equity Occupational Group	All Employees #	Aboriginal Peoples Representation		Aboriginal Peoples Availability		Gap #
		#	%	%	#	
01 : Senior Managers	2	1	50.0 %	2.9 %	0	1
02 : Middle and Other Managers	4	0	0.0 %	2.2 %	0	0
03 : Professionals	118	0	0.0 %	1.2 %	1	-1
04 : Semi-Professionals and Technicians	6	0	0.0 %	2.0 %	0	0
07 : Administrative and Senior Clerical Personnel	15	0	0.0 %	2.8 %	0	0
10 : Clerical Personnel	4	0	0.0 %	2.4 %	0	0
Total	149	1	0.7 %	1.5 %	1	0

Total may not equal sum of components due to rounding.



Workplace Equity Information Management System - SRK Consulting (Canada) Inc.

Workforce Analysis - Summary Report

Date: 2017-10-19

Members of Visible Minorities

Employment Equity Occupational Group	Members of Visible Minorities					
	All Employees	Representation		Availability		Gap
		#	#	%	%	
01 : Senior Managers	2	0	0.0 %	10.1 %	0	0
02 : Middle and Other Managers	4	1	25.0 %	15.0 %	1	0
03 : Professionals	118	10	8.5 %	20.0 %	24	-14
04 : Semi-Professionals and Technicians	6	1	16.7 %	20.8 %	1	0
07 : Administrative and Senior Clerical Personnel	15	6	40.0 %	31.0 %	5	1
10 : Clerical Personnel	4	1	25.0 %	42.3 %	2	-1
Total	149	19	12.8 %	21.5 %	33	-14

Total may not equal sum of components due to rounding.

Workforce Analysis - Summary Report

Date: 2017-10-19

Persons with Disabilities

Employment Equity Occupational Group	All Employees #	Persons with Disabilities				Gap #
		Representation		Availability		
		#	%	%	#	
01/02 : Managers	6	0	0.0 %	4.3 %	0	0
03 : Professionals	118	0	0.0 %	3.8 %	4	-4
04 : Semi-Professionals and Technicians	6	0	0.0 %	4.6 %	0	0
07 : Administrative and Senior Clerical Personnel	15	0	0.0 %	3.4 %	1	-1
10 : Clerical Personnel	4	0	0.0 %	7.0 %	0	0
Total	149	0	0.0 %	3.9 %	5	-5

Total may not equal sum of components due to rounding.



Workforce Analysis - Summary Report

Date: 2017-10-19

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: 2017-10-19

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
SRK Consulting (Canada) Inc.
19-Oct-17

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 2017/10/19	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 2018-2021		Present Availability	Present Gap	Projected Gap	Present Representation	Projected Representation in 3 Years
		%	#	%	#			%	%		#	#					
		#	%	#	%		#	#	%	#	#	#	%	%	#	#	%
Senior Managers	2	0.0%	0	0.0%	0	0	0	0.0%	0	1	0	0.0%	27.4%	-1	-1	0.0%	0.0%
Middle & Other Managers	4	0.0%	0	0.0%	0	0	1	0.0%	0	1	0	0.0%	38.9%	-1	-1	25.0%	25.0%
Professionals	118		0		0	0	33	0.0%	0	-8	0		21.1%	8	8	28.0%	28.0%
Semi-Professionals & Technicians	6		0		0	0	3	0.0%	0	-1	0		29.5%	1	1	50.0%	50.0%
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	15		0		0	0	15	0.0%	0	-3	0		79.8%	3	3	100.0%	100.0%
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	4		0		0	0	3	0.0%	0	0	0		70.0%	0	0	75.0%	75.0%
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!

Short-term Goal Setting Tool
SRK Consulting (Canada) Inc.
19-Oct-17

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 2017/10/19	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 2018-2021		Present Availability	Present Gap	Projected Gap	Present Representation	Projected Representation in 3 Years
		%	#	%	#		#	Annually	Over 3 Years		#	%					
Senior Managers	2		0		0	0	1	0.0%	0	-1	0		2.9%	1	1	50.0%	50.0%
Middle & Other Managers	4		0		0	0	0	0.0%	0	0	0		2.2%	0	0	0.0%	0.0%
Professionals	118	0.0%	0	12.0%	42	42	0	12.0%	0	1	1	1.2%	1.2%	-1	0	0.0%	0.8%
Semi-Professionals & Technicians	6		0		0	0	0	0.0%	0	0	0		2.0%	0	0	0.0%	0.0%
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	15		0		0	0	0	0.0%	0	0	0		2.8%	0	0	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	4		0		0	0	0	0.0%	0	0	0		2.4%	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!

Short-term Goal Setting Tool
SRK Consulting (Canada) Inc.
19-Oct-17

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 2017/10/19	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 2018-2021		Present Availability	Present Gap	Projected Gap	Present Representation	Projected Representation in 3 Years
								Annually	Over 3 Years		#	%					
#	%	#	%	#	%	#	#	%	#	%	%	#	#	%	%		
Senior Managers	2		0		0	0	0	0.0%	0	0	0	0	4.3%	0	0	0.0%	0.0%
Middle & Other Managers	4		0		0	0	0	0.0%	0	0	0	4.3%	0	0	0.0%	0.0%	
Professionals	118	0.0%	0	12.0%	42	42	0	12.0%	0	4	2	3.8%	3.8%	-4	-2	0.0%	1.7%
Semi-Professionals & Technicians	6		0		0	0	0	0.0%	0	0	0	4.6%	0	0	0.0%	0.0%	
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	15	0.0%	0	5.0%	2	2	0	5.0%	0	1	0	0.0%	3.4%	-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	4		0		0	0	0	0.0%	0	0	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	#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!	

Short-term Goal Setting Tool
SRK Consulting (Canada) Inc.
19-Oct-17

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 2017/10/19	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 2018-2021		Present Availability	Present Gap	Projected Gap	Present Representation	Projected Representation in 3 Years	
								Annually	Over 3 Years		#	%						#
#	%	#	%	#	#	#	%	%	#	%	%	#	#	%	%			
Senior Managers	2		0		0	0	0	0.0%	0	0	0	0	0	10.1%	0	0	0.0%	0.0%
Middle & Other Managers	4		0		0	0	1	0.0%	0	0	0	0	15.0%	0	0	25.0%	25.0%	
Professionals	118	0.0%	0	12.0%	42	42	10	12.0%	4	18	6	15.0%	20.0%	-14	-12	8.5%	10.2%	
Semi-Professionals & Technicians	6		0		0	0	1	0.0%	0	0	0	0	20.8%	0	0	16.7%	16.7%	
Supervisors	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	#DIV/0!	#DIV/0!	
Administrative & Senior Clerical Personnel	15		0		0	0	6	0.0%	0	-1	0	0	31.0%	1	1	40.0%	40.0%	
Skilled Sales & Service Personnel	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	#DIV/0!	#DIV/0!	
Clerical Personnel	4	0.0%	0	10.0%	1	1	1	10.0%	0	1	0	0.0%	42.3%	-1	-1	25.0%	25.0%	
Intermediate Sales & Service Personnel	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	#DIV/0!	#DIV/0!	
Other Sales & Service Personnel	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	#DIV/0!	#DIV/0!	

Summary of Goals
SRK Consulting (Canada) Inc.
October 19, 2017

Women

Workforce Analysis Results			Goals		Comments
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term (1 to 3 years)	Long-term (3 years or more)	
#	Description	#	# or %	# or %	
01	Senior Managers	-1	0	0	This is a small group. Given historical turnover and growth in this group, we are unlikely to have any changes here.
02	Middle & other managers	-1	0	0	This is a small number of people in this group. Given historical turnover and growth in this group, we are unlikely to have any changes here.

Aboriginal Peoples

Workforce Analysis Results			Goals		Comments
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term (1 to 3 years)	Long-term (3 years or more)	
#	Description	#	# or %	# or %	
03	Professionals	-1	1.2%	1.2%	

Persons with Disabilities

Workforce Analysis Results			Goals		Comments
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term (1 to 3 years)	Long-term (3 years or more)	
#	Description	#	# or %	# or %	
03	Professional	-4	5%	10%	Given the uncertainty in our recruitment efforts and the low availability, the focus will be on long-term hiring.
07	Admin & Senior Clerical	-1	0%	0%	It would be difficult to fill this gap given the small group and small number of anticipated hires vs availability. Did not use the present availability number as the goal as it would not lead to any hires.

Members of Visible Minorities

Workforce Analysis Results			Goals		Comments
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term (1 to 3 years)	Long-term (3 years or more)	
#	Description	#	# or %	# or %	
03	Professionals	-14	15%	30%	Given the uncertainty in our recruitment efforts, particularly in this category, the focus on the long-term is more realistic.
10	Clerical	-1	0%	50%	This is a small group spread across multiple offices. It is unlikely there will be new positions and turnover is unpredictable.

The information you provide will be kept **strictly confidential and will be used only for the purposes of Employment Equity**. If you have problems completing the questions, please contact Tyla Hay, HR Manager, at (604) 601-8408 or thay@srk.com for assistance.

PLEASE ANSWER EACH OF THE FOUR QUESTIONS BELOW.

Please note that: (a) you may be a member of more than one designated group; (b) you may update information relating to you at any time; and (c) completion of this survey is voluntary.

1. **First name:** _____ **Last name:** _____

2. **“Aboriginal peoples”** means persons who are Indian, Inuit or Métis. North American Indians or members of a First Nation include treaty, status or registered Indians, as well as non-status and non-registered Indians.

Based on this definition, are you an Aboriginal person?

Yes

No

3. **“Member of visible minority”** means persons, other than Aboriginal people, who are non-Caucasian in race or non-white in colour.

Based on this definition, do you consider yourself a member of a visible minority?

Yes

No

4. **“Persons with disabilities”** means persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who
- consider themselves to be disadvantaged in employment by reason of that impairment, or
 - believe that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace.

Based on this definition, do you consider yourself a person with a disability?

Yes

No

Please email your survey to Tyla Hay at thay@srk.com **OR** place a hard copy of the survey in a sealed envelope and return it to Human Resources

CONFIDENTIALITY: Your sealed envelope or electronic survey will only be opened by HR.

From: Yakibonge, Maurice [NC] <maurice.yakibonge@labour-travail.gc.ca>
Sent: October 23, 2017 7:47 AM
To: 'Hay, Tyla' <thay@srk.com>; EE-EME <ee-eme@hrsdc-rhdcc.gc.ca>
Subject: RE: First Compliance Assessment Submission (FCP)

Good morning Tyla,

Thank you for submitting the required documents for SRK Consulting (Canada) Inc.'s First Compliance Assessment. We will review and analyze the submission in the coming weeks.

Kind regards,

Maurice Yakibonge

Direction de l'équité en milieu de travail, Programme du travail
Emploi et Développement social Canada / Gouvernement du Canada
Maurice.Yakibonge@labour-travail.gc.ca / Tel.: 819-654-6099

Workplace Equity Division, Labour Program
Employment and Social Development Canada / Government of Canada
Maurice.Yakibonge@labour-travail.gc.ca / Tel.: 819-654-6099

From: Hay, Tyla [<mailto:thay@srk.com>]
Sent: October-20-17 5:09 PM
To: Yakibonge, Maurice [NC]
Subject: First Compliance Assessment Submission (FCP)

Hi Maurice,

Please find attached the documents required for the First Compliance Assessment (FCP).

- Workforce Survey Questionnaire (*attached and the same as sent previously*)
- Workforce Survey Results
 - 151 surveys sent out (to all permanent employees, both part-time and full-time)
 - 0 blank or partially filled questionnaires returned
 - 122 fully completed questionnaires returned (81% of those sent out)
- Workforce Analysis
 - Summary and Detailed reports (*attached*)
 - Access for ESDC offers to view the reports has been granted in WEIMS
- Goals
 - Goal Setting Tool (*attached*)
 - Summary of Goals Report (*attached*)

Please let me know if there is anything else that is required at this time.

Regards,

Tyla Hay

Human Resources Manager, SRK Canada



SRK Consulting (Canada) Inc.

22nd Floor, 1066 West Hastings Street, Vancouver, BC, V6E 3X2, Canada

Tel: +1-604-681-4196; **Fax:** +1-604-687-5532

Mobile: +1-604-771-6860; **Direct:** +1-604-601-8408

Email: thay@srk.com; **Skype:** tylahay

www.srk.com

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Please consider the environment before printing this e-mail.

From: Yakibonge, Maurice [NC]
Sent: November 2, 2017 10:03 AM
To: 'abarrett@srk.com' <abarrett@srk.com>
Cc: 'Hay, Tyla' <thay@srk.com>
Subject: Government of Canada Agreement Number: 100242 – Notification of Compliance with the Federal Contractors Program

Dear Mr. Barrett,

I am writing to inform you that the compliance assessment initiated on 20/09/2017 has been completed. As a result of the assessment, SRK Consulting (Canada) Inc. has been found to be in compliance with the requirements of the Federal Contractors Program (FCP) under the Employment Equity Act.

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

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

- We encourage you to continue to follow-up with employees to strengthen your workforce survey's return and response rates.
- We acknowledge receipt of your explanation for not establishing any goals for Women and for only establishing a few goals for Persons with Disabilities. We encourage you to hire and promote more designated group members as opportunities arise.

Attached for your reference is a summary of SRK Consulting (Canada) Inc.'s employment equity results compared against Employment Equity Occupational Group levels in your industry as well as overall Canadian labour market availability.

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. 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 SRK Consulting (Canada) Inc. is notified of a follow-up assessment, the following information will be required:

1. a completed Achievement Table;
2. a current workforce analysis; and
3. revised 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 first assessment. If reasonable progress has not been made, SRK Consulting (Canada) Inc. will be required to demonstrate that it has made reasonable efforts to achieve its goals. We encourage your organization to develop an action plan to ensure that goals will be met.

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

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

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

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

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

Équipe de l'équité en emploi / Workplace Equity Team

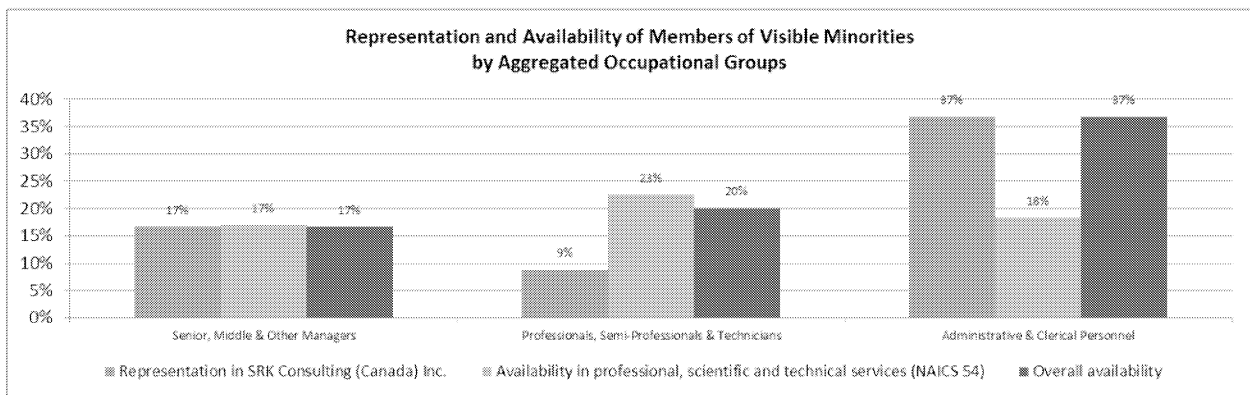
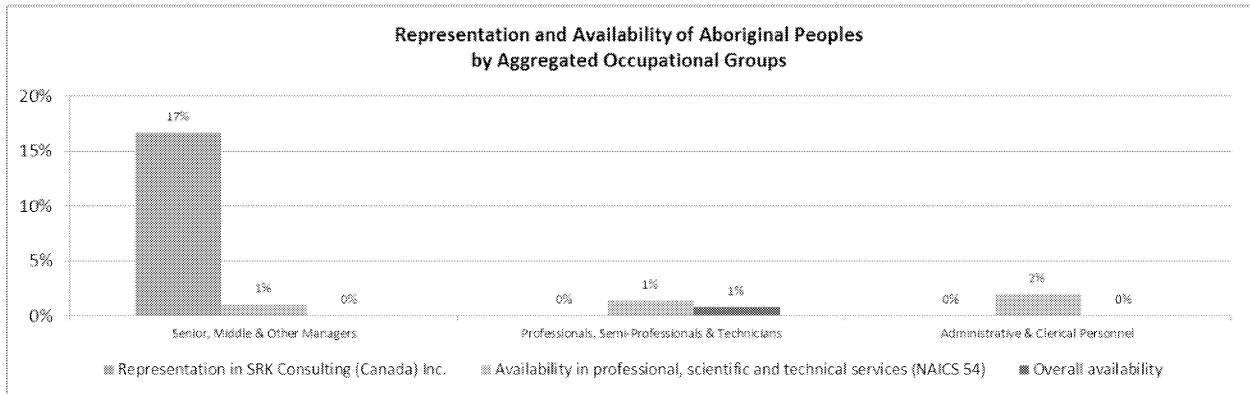
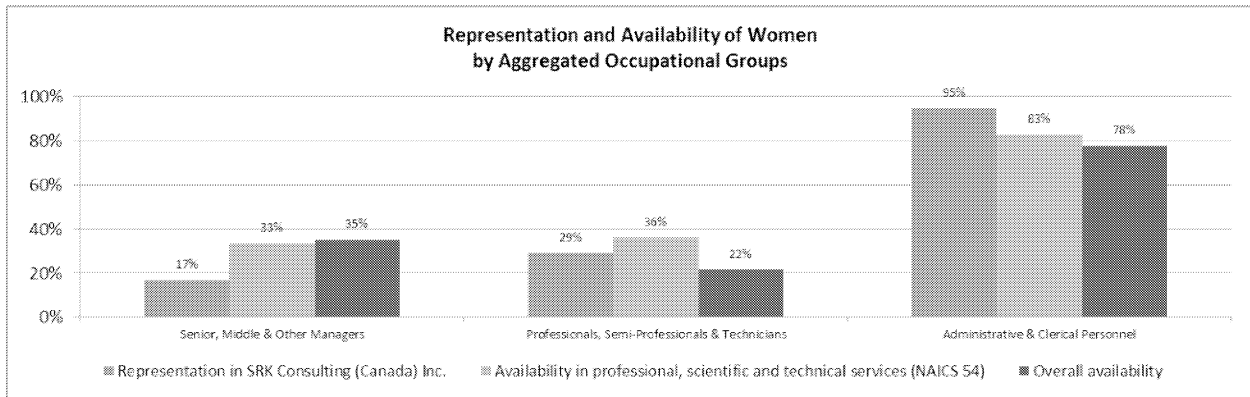
Direction de l'équité en milieu de travail, Programme du travail
Emploi et Développement social Canada / Gouvernement du Canada
ee-eme@hrsdc-rhdcc.gc.ca

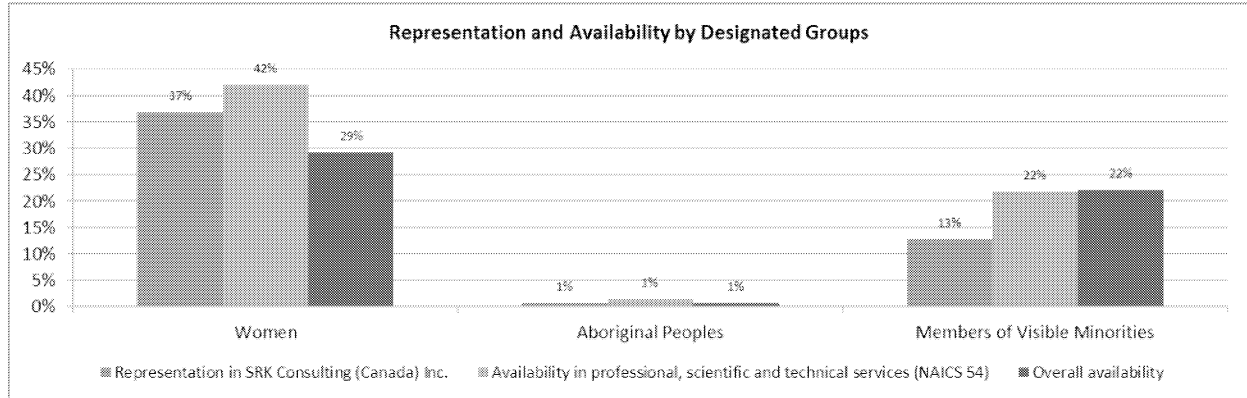
Workplace Equity Division, Labour Program
Employment and Social Development Canada / Government of Canada
ee-eme@hrsdc-rhdcc.gc.ca

Summary of SRK Consulting (Canada) Inc.'s Employment Equity Results

In the charts below, the representation of women, Aboriginal peoples and members of visible minorities at the overall and aggregated Employment Equity Occupational Group (EEOG) levels in SRK Consulting (Canada) Inc. based on your organization's submission are compared to Professional, Scientific and Technical Services and the overall Canadian labour market availability.

Note: The Canadian labour market availability at the industry level for persons with disabilities is not currently available.





The 14 EEOGs have been aggregated as follows:

- EEOG 1 Senior Managers and EEOG 2 Middle and Other Managers
- EEOG 3 Professionals and EEOG 4 Semi-Professionals and Technicians
- EEOG 5 Supervisors
- EEOG 6 Supervisors: Crafts and Trades
- EEOG 7 Administrative and Senior Clerical Personnel and EEOG 10 Clerical Personnel
- EEOG 8 Skilled Sales and Service Personnel, EEOG 11 Intermediate Sales and Service Personnel and EEOG 13 Other Sales and Service Personnel
- EEOG 9 Skilled Crafts and Trades Workers, EEOG 12 Semi-Skilled Manual Workers and EEOG 14 Other Manual Workers