



s.19(1)

s.24(1)

Labour Program
Federal Contractors Program

Agreement to Implement Employment Equity

- New Agreement
 Revised Agreement

ORGANIZATION	
Legal Name of Organization SERVICES D'ENTRETIEN D'EDIFICE ALLIED (QUÉBEC) 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)	Procurement Business Number <div style="background-color: #cccccc; width: 100px; height: 15px;"></div>
Organization's North American Industry Classification System (NAICS) Code N° 6733	Total number of employees in Canada (Full-Time/Part-Time/Temporary) To find your organization's NAICS Code Number please visit: http://www.statcan.gc.ca/subjects-sujets/standard-norme/naics-scian/2002/naics-scian02-eng.htm

Official use only (if information above is incorrect)		
Procurement Business Number	Total number of employees in Canada	Organization's NAICS Code No

HEAD OFFICE			
Address (building number, street, suite, etc.) 6585 RUE JEANNE-MANCE	City MONTRÉAL	Province QUÉBEC	Postal Code H2V 4L1
	Telephone Number 514-272-1137	Fax Number 514-274-4554	

EMPLOYMENT EQUITY CONTACT	
Name (print) GERVAIS NADEAU	Title DIRECTOR, HR
Telephone Number 514-272-1137	E-mail Address GERVAIS@ALLIEDQUEBEC.COM

CERTIFICATION
The above-named organization: <ul style="list-style-type: none"> having a combined workforce of 100 or more permanent full-time, permanent part-time and temporary employees having worked 12 weeks or more 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 <p>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.</p>

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) COSTAS SCOUFARAS	Title PRESIDENT
Telephone Number 514-272-1137	E-mail Address COSTAS@ALLIEDQUEBEC.COM
Signature <div style="background-color: #cccccc; width: 150px; height: 30px;"></div>	Date 2013-07-31

RETURN INSTRUCTIONS
<p>IMPORTANT</p> <ul style="list-style-type: none"> The original copy of the signed Agreement to Implement Employment Equity form must be sent to the Labour Program fax, at: (819) 953-8768 or by e-mail at: ee-eme@hrsdc-rhdcc.gc.ca



ALLIED Building Maintenance Services (Quebec)

Inc.

6585 Jeanne-Mance, Montreal, Quebec. H2V 4L1

Tel: (514) 272-1137, Fax: (514) 274-4554

E m p l o y m e n t q u i t e r y

Self-identification questionnaire: Long version

Instructions

ALLIED Building Maintenance Services (Quebec) Inc. believes that all its employees must be treated fairly. We believe in the application of the principle of employment equity in the workplace: it ensures that women, Aboriginal people, persons with disabilities and visible minorities are fairly represented at all levels of our company. The employment equity program we have in place ensures that our hiring and promotion practices are based on qualifications and competence.

As part of this program, we use this self-identification questionnaire to collect information about our workforce. By identifying yourself as a member of a designated group (women, Aboriginal peoples, persons with disabilities and visible minorities) in sections B to E, you will help us get an accurate picture of our workforce. Rest assured that you can identify yourself as a member of a designated group without any fear in our workplace.

You are not required to complete the questionnaire; however, you must complete Section A, sign Section I and return the questionnaire to the Human Resources Department, even if you choose not to provide any other information.

The answers you provide in this questionnaire will be kept for statistical analysis and their confidentiality will be protected. We invite you to review, update and correct your information at any time to ensure that it is not used for unauthorized purposes.

A. Name _____
:
First _____
name :
Contract _____
:
Employee Code :

- Employment status :Full-time
- Part-time
- Temporary

B. Sex

Woman Homme

Read the definitions in each of the next three sections and answer "yes" if they apply to you. You may identify yourself as a member of more than one group.

C. Aboriginal

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

Do you meet this definition? Yes

Non

D. Visible Minorities

The *Act* defines visible minorities as persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour.

Visible minorities include :

- The Blacks
- Non-white skinned Latin Americans (including indigenous peoples of Central and South America)
- East Asians (e.g., Chinese, Japanese, or Koreans)
- South Asian or East Indian (e.g., Indian, Pakistani, Bangladeshi or East Indian from Guyana, Trinidad or East Africa)
- Southeast Asians (e.g., Burmese, Cambodian, Filipino, Laotian, Thai, or Vietnamese)
- West Asians, North Africans, or Arabs with non-white skin (e.g. Iranians, Lebanese, Egyptians, or Libyans)
- Persons of mixed origin (e.g., with a parent who is a member of one of the visible minority groups listed above)

Are you a member of a visible minority

Yes Non

E. Persons with disabilities

According to the *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 have an impairment in their ability to perform a job or who believe that they are likely to be classified as having an impairment by their employer or by prospective employers because of such an impairment. This group also includes people whose functional limitations related to their disability are being accommodated in their job or workplace (including technical aids, equipment modifications and other work arrangements).

Examples of impairments include

- **Coordination or dexterity**
Difficulty using hands or arms, such as grasping objects or using a keyboard
- **Mobility**
Difficulty moving from one office to another, walking long distances or climbing stairs
- **Blindness or visual impairment**
Inability or difficulty to see, glaucoma, except for people who can see well with glasses or contact lenses
- **Parole**
Inability or difficulty in speaking and being understood
- **Deafness or hearing loss**
Inability or difficulty hearing
- **Other deficiencies**
Learning, developmental or other disabilities

Are you a person with a disability?

Yes Non

F. Additional Data for Accommodation Purposes

Please indicate how we could accommodate you to help you participate fully in the workplace. These accommodations, if implemented, will not negatively impact your hiring, training, promotion opportunities and retention with our company.

G. Voluntary Employee Participation

- 1) Would you like your employment equity self-identification information to be used for employment equity activities?

Yes No

- 2) As part of our employment equity efforts, we may ask members of designated groups to participate in certain activities (e.g., committees or focus groups) to share their ideas on new programs. Check the "Yes" box below if you consent to being contacted directly by the Employment Equity Contact or the Director of Human Resources for this purpose.

Yes No

H. Employee Comments

We would like to hear your comments or ideas about our employment equity program. Please note that all comments will remain confidential. Please contact Alexandre Scoufaras, the Employment Equity contact person by phone at (514) 272-1137 or by email at alex@alliedquebec.com.

I. Signature of the employee

Signature : Date :

Thank you for your participation!

Please return this questionnaire in the envelope provided; either to your supervisor or foreman; or drop it off or mail it to the following address:

***ALLIED Building Maintenance Services (Quebec) Inc.
6585 Jeanne-Mance, Montreal, Quebec, H2V 4L1***



ALLIED Building Maintenance Services (Quebec)
Inc. 6585 Jeanne-Mance, Montreal, Quebec. H2V 4L1
Tel: (514) 272-1137, Fax: (514) 274-4554

Presentation of the self-identification questionnaire

Recipients : All employees of ALLIED Building Maintenance Services (Quebec) Inc.
Date : February 6, 2017
Fro Gervais Nadeau, Employment Equity Officer
m :
Subject : Presentation of the self-identification questionnaire

ALLIED Building Maintenance Services (Quebec) Inc. is part of the Federal Contractors Program and is committed to ensuring that all its employees are treated fairly. Companies with 100 or more employees who receive federal contracts of \$200,000 or more are required to implement an employment equity program. This program ensures that women, Aboriginal peoples, persons with disabilities and members of visible minorities are fairly represented in all occupational categories in our workforce.

As part of the implementation of employment equity, we need to conduct a survey to collect data on our entire workforce. Each employee, whether a member of a designated group or not, is asked to fill out the self-identification questionnaire and return it to Gervais Nadeau's Employment Equity Officer (EEO).

You are not required to complete this questionnaire; however, we encourage all of you to do so, as the data collected will allow us to identify and eliminate any barriers that may be part of our hiring, training, promotion and retention processes.

Your responses will be confidential and will be used for employment equity purposes only. We also invite you to update any information about yourself by completing another questionnaire at any time. It is thanks to you that we will have a workforce that is representative of the Canadian population.

Thank you for your support and collaboration. If you have any questions about the questionnaire or any other aspect of the implementation of employment equity, please do not hesitate to contact me at the following telephone number: 514-272-1137.

Yours sincerely,



Gervais Nadeau, Head of Employment Equity Program at the company



ALLIED Building Maintenance Services (Quebec)

Inc.

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Tel: (514) 272-1137, Fax: (514) 274-4554

Follow-up of the self-identification questionnaire

Recipients : The employees of **ALLIED** Building Maintenance Services (Quebec) Inc.

Date : February 6,
2017

Fro Gervais Nadeau, Employment Equity Officer

m :

Subject : Follow-up of the self-identification questionnaire

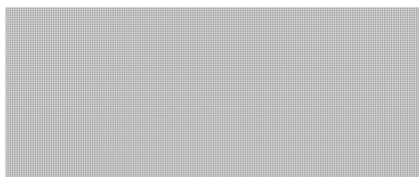
ALLIED Building Maintenance Services (Quebec) Inc. is committed to achieving employment equity at all times. We want our workplace to be fair and supportive of all employees, including women, Aboriginal peoples, persons with disabilities and members of visible minorities.

We would like to thank all those who returned the self-completion questionnaire. -identification. If you have not yet returned it, please do so as soon as possible. Your participation in the membership survey is extremely important to us.

If you have any questions or if you wish to modify the information you have provided in the questionnaire, please do not hesitate to contact Mr. Alexandre Scoufaras, EME contact person at any time by phone at (514) 272-1137, or by email at alex@alliedquebec.com.

Once again, thank you for your support and collaboration.

Yours



Gervais Nadeau, Employment Equity Officer



EMPLOYMENT EQUITY
Self-assessment questionnaire

Distribution		Return completed questionnaire		Return questionnaire not completed		No Return
Number of Questionnaires	Dates	Number of Questionnaires	Percentage	Number of Questionnaires	Percentage	Percentage
18	2014-07-02	15	83.33%	2	11.11%	5.56%
1	2014-11-10	1	100.00%	0	0.00%	0.00%
10	2015-08-28	9	90.00%	1	10.00%	0.00%
13	2016-07-12	13	100.00%	0	0.00%	0.00%
5	2016-09-14	4	80.00%	1	20.00%	0.00%
8	2016-11-10	7	87.50%	1	12.50%	0.00%
5	2016-11-15	4	80.00%	1	20.00%	0.00%
2	2017-01-09	2	100.00%	0	0.00%	0.00%
56	2017-01-26	51	91.07%	4	7.14%	1.79%
TOTAL		TOTAL		TOTAL		
118		106	90.21%	10	8.97%	0.82%

To: costas@alliedquebec.com
Cc: gervais@alliedquebec.com
Subject: Government of Canada Agreement Number: 050159 – Notification of Compliance with the Federal Contractors Program
Attachments: FP-Lettre-WEDFCPGraphiquesALLIED-20170220.pdf

Cette information est également disponible en français sur demande.

Dear Mr. Scoufaras,

I am writing to inform you that the compliance assessment has been completed. As a result of the assessment, Services d'entretien d'édifices ALLIED (Québec) 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 Services d'entretien d'édifices ALLIED (Québec) Inc's employment equity program.

- It would be beneficial to inform the employees that the workforce survey may be obtained in another format (e.g. paper or large font).

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 Services d'entretien d'édifices ALLIED (Québec) Inc 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, Services d'entretien d'édifices ALLIED (Québec) Inc will be required to demonstrate that it has made reasonable efforts to achieve its goals. We encourage your organization to develop an action plan to ensure that goals will be met.

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

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

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

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

Your cooperation during the course of this compliance assessment was appreciated and we wish Services d'entretien d'édifices ALLIED (Québec) Inc 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.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!