

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 Tetra Tech QI 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) Canada 2012 Code Number. To find your organization's four-digit NAICS code please visit: <a href="http://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&amp;TVD=118464">http://www23.statcan.gc.ca/imdb/p3VD.pl?Function=getVD&amp;TVD=118464</a> 54133	Total number of employees in Canada (Permanent Full-time and/or Part-time) 402  <input type="checkbox"/> Federally Regulated <input checked="" type="checkbox"/> Provincially Regulated

HEAD OFFICE			
Address (building number, street, suite, etc.) 5100, rue Sherbrooke Est, bureau 900	City Montreal	Province Qc	Postal Code H1V 3R9
Telephone Number 514-257-2427			

EMPLOYMENT EQUITY CONTACT			
Name (print) Sylvie Paradis	Title Director of Human Resources		
Telephone Number 514-257-2427 x3208	E-mail Address sylvie.paradis@tetrattech.com	Preferred Language of Correspondence <input type="checkbox"/> English <input checked="" type="checkbox"/> French	

CERTIFICATION
The above-named organization:
<ul style="list-style-type: none"> <li>• having a combined workforce of 100 or more permanent full-time and/or permanent part-time employees in Canada, AND</li> <li>• intending to bid on, or being in receipt of, a federal government goods or services contract, standing offer or contract issued under a supply arrangement, valued at \$1,000,000 or more (including applicable taxes)</li> </ul>
hereby certifies its commitment to implement or maintain employment equity on an on-going basis, beyond the period of the procurement instrument, in keeping with the Federal Contractors Program requirements. For more information on how to implement employment equity please contact the Labour Program at the email address provided at the bottom of this form.
<b>Important note:</b> If an audit of the Agreement to implement Employment Equity uncovers misrepresentation on the part of the organization, the procurement instrument(s) with the Government of Canada may be terminated.

SIGNATORY			
<b>NOTE:</b> The signatory must be the Chief Executive Officer OR an authorized person in an executive position with legal authority to sign a contract on behalf of the organization.			
Name (print) Francois Morin	Title Company Secretary		
Telephone Number 514-257-2427	E-mail Address francois.morin@tetrattech.com	Preferred Language of Correspondence <input type="checkbox"/> English <input checked="" type="checkbox"/> French	
Signature [REDACTED]	Date (YYYY-MM-DD) 2016/08/30		

**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.

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



## APPLICATION FOR EXTENSION – COMPLIANCE ASSESSMENT

### *Federal Contractors Program*

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Contractors may apply for an extension where unforeseen circumstances interfere with the original due date for submitting documentation to complete a Compliance Assessment under the Federal Contractors Program.

### PROCEDURE FOR THE EXTENSION

1. Contractors may apply for an extension in situations that are unforeseen and interfere with their submission deadline.
2. The Application for Extension must be signed by a senior manager of the corporation (i.e. CEO, owner, authorized manager).

Once completed, the form can be submitted by e-mail to: [ee-eme@hrsdc-rhdcc.gc.ca](mailto:ee-eme@hrsdc-rhdcc.gc.ca)

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I, the undersigned, on behalf of Tetra Tech QI inc. Agreement No. 10000513

(NAME OF COMPANY and AGREEMENT TO IMPLEMENT  
EMPLOYMENT EQUITY (AIEE) NUMBER)

Agree to the following statements:

1. I have the authority to sign on behalf of this company. My signature has the value of legally binding this company to the statements made in this document, and to the possible consequences of being found in non-compliance with the Federal Contractors Program.

**I am making the claim that Tetra Tech QI inc. is unable to submit the documentation for the Compliance Assessment within the deadline as required by the Federal Contractors Program. I am therefore requesting an extension until October 7, 2017, because of:**

Our difficulties with the WEIMS system and its operation. Our other major internal projects that require a lot of our resources.

As a senior manager of the corporation, I hereby state that all these statements are correct to the best of my knowledge, and I am requesting an extension.

Date: September 14, 2017

Name: François Morin Signature: (signed)

Title: Corporate Secretary Telephone Number: 514-257-2427, ext. 3735

Email address: [francois.morin@tetrattech.com](mailto:francois.morin@tetrattech.com)

Address: 5100 Sherbrooke St. East, suite 900, Montreal, Quebec H1V 3R9

Default Workforce Analysis System - Detailed Report

Date: 2017-09-15

Women

Employment Equity Occupational Group	Internal location	All employees #	Representation		Availability		Difference #	Place of recruitment
			#	%	%	#		
<b>01: Senior Management</b>	National	11	1	9.1 %	27.4 %	3	-2	National
<b>02: Middle management and other directors</b>	National	72	11	15.3 %	38.9 %	28	-17	National
<b>03: Professionals</b>		217	61	28.1 %	20.3 %	44	17	
1111: Auditors and Accountants	National	4	4	100.0 %	55.1 %	2	2	National
1114: Other financial agents	National	5	3	60.0 %	44.1 %	2	1	National
1121: Human Resources Professionals	National	3	3	100.0 %	71.1 %	2	1	National
1122: Business Management Consulting Professionals	National	11	5	45.5 %	42.0 %	5	0	National
1123: Advertising, Marketing and Public Relations Professionals	National	4	3	75.0 %	66.4 %	3	0	National
2131 : Civil engineers	National	108	26	24.1 %	15.3 %	17	9	National
2132 : Mechanical engineers	National	20	2	10.0 %	9.0 %	2	0	National
2133 : Electrical and electronic engineers	National	20	2	10.0 %	11.3 %	2	0	National
2134 : Chemical engineers	National	10	4	40.0 %	24.5 %	2	2	National
2144 : Geological engineers	National	3	0	0.0 %	15.9 %	0	0	National
2147 : Computer Engineers (except Software Engineers and Designers)	National	2	0	0.0 %	12.6 %	0	0	National
2148: Other engineers, n.e.c.	National	12	3	25.0 %	15.8 %	2	1	National
2152 : Landscape Architects	National	1	0	0.0 %	39.4 %	0	0	National
2171 : IT Analysts and Consultants	National	2	1	50.0 %	28.3 %	1	0	National
2172 : Database Analysts and Data Administrators	National	1	0	0.0 %	35.2 %	0	0	National
2173 : Engineers and software designers	National	1	0	0.0 %	17.4 %	0	0	National
2174: Programmers and Interactive Media Developers	National	5	3	60.0 %	17.9 %	1	2	National
4112: Lawyers (across Canada) and notaries (in Quebec)	National	1	1	100.0 %	42.5 %	0	1	National
4161: Researchers, consultants and program officers in natural and applied sciences	National	3	0	0.0 %	41.0 %	1	-1	National
4169: Other social science professionals, n.e.c.	National	1	1	100.0 %	58.1 %	1	0	National
<b>04: Semi-professional and technical staff</b>		195	44	22.6 %	33.5 %	65	-21	

Default Workforce Analysis System - Detailed Report

Date: 2017-09-15

Women

Employment Equity Occupational Group	Location	All employees internal#	Women				Place of recruitment
			Representation # %	Availability %	Difference #		
2231: Civil Engineering Technologists and Technicians	Quebec4		1 25.0 %	16.3 %	1 0	Quebec	
2234: Construction estimators	Quebec3		1 33.3 %	15.8 %	0 1	Quebec	
2241 : Electronic and Electrical Engineering Technologists and Technicians	Quebec8		0 0.0 %	9.1 %	1 -1	Quebec	
2252 : Industrial Designers	Quebec127		21 16.5 %	34.4 %	44 -23	Quebec	
2253 : Drafting Technologists and Technicians	Quebec21		11 52.4 %	30.9 %	6 5	Quebec	
2254 : Land Survey Technologists and Technicians	Quebec5		0 0.0 %	19.9 %	1 -1	Quebec	
2263: Public Health, Environmental and Occupational Health and Safety Inspectors	Quebec10		3 30.0 %	40.2 %	4 -1	Quebec	
2281 : Computer Network Technicians	Quebec2		1 50.0 %	18.5 %	0 1	Quebec	
2282: User Support Agents	Quebec7		2 28.6 %	19.6 %	1 1	Quebec	
4211 : Paralegals and related occupations	Quebec2		1 50.0 %	85.5 %	2 -1	Quebec	
5211: Technicians in Library and Archives Services	Quebec6		3 50.0 %	80.1 %	5 -2	Quebec	
<b>05: Supervisors</b>		2	0 0.0 %	51.7 %	1 -1		
<b>Employment Equity Occupational Group</b>	Montreal1		0 0.0 %	50.8 %	1 -1	Montreal	
<b>Employment Equity Occupational Group</b>	Quebec1		0 0.0 %	52.6 %	1 -1	Quebec	
<b>06 : Foremen</b>		45	1 2.2 %	4.7 %	2 -1		
7302: Contractors and Supervisors, Heavy Equipment Operator Crews	Quebec45		1 2.2 %	4.7 %	2 -1	Quebec	
<b>07: Administrative and Senior Clerical Staff</b>		72	68 94.4 %	81.7 %	59 9		
<b>Employment Equity Occupational Group</b>	Montreal28		25 89.3 %	80.8 %	23 2	Montreal	
<b>Employment Equity Occupational Group</b>	Qc minus CMAs8		8 100.0 %	87.5 %	7 1	Qc minus CMAs	
<b>Employment Equity Occupational Group</b>	Quebec32		31 96.9 %	80.9 %	26 5	Quebec	
<b>Employment Equity Occupational Group</b>	Saguenay3		3 100.0 %	81.9 %	2 1	Saguenay	
<b>Employment Equity Occupational Group</b>	Trois-Rivières1		1 100.0 %	83.5 %	1 0	Trois-Rivières	
<b>10 : Office staff</b>		5	5 100.0 %	62.2 %	3 2		
<b>Employment Equity Occupational Group</b>	Montreal3		3 100.0 %	62.5 %	2 1	Montreal	

Workplace Equity Information Management System - Tetra Tech IQ Inc.  
**Default Workforce Analysis System - Detailed Report**  
 Date: 2017-09-15

**Women**

Employment Equity Occupational Group	Location	All employees	Women				Place of recruitment	
			Representation	Availability	Difference			
	internal	#	#	%	%	#	#	
Employment Equity Occupational Group	Quebec	2	2	100.0 %	61.6 %	1	1	Quebec
Total		619	191	30.9 %	33.2 %	205	-14	

The total does not necessarily equal the sum of the components due to rounding.

Sources: 2011 National Household Survey and internal employer data

Default Workforce Analysis System - Detailed Report

Date: 2017-09-15

Aboriginal

Employment Equity Occupational Group	Internal location	All employees #	Aboriginal				Differ-ence #	Place of recruitment
			Representation #	%	Availability %	#		
<b>01: Senior Management</b>	National	11	0	0.0 %	2.9 %	0	0	National
<b>02: Middle and Other Managers</b>	National	72	0	0.0 %	2.2 %	2	-2	National
<b>03: Professionals</b>		217	0	0.0 %	1.0 %	2	-2	
1111: Auditors and Accountants	National	4	0	0.0 %	1.3 %	0	0	National
1114: Other Financial Agents	National	5	0	0.0 %	1.3 %	0	0	National
1121: Human Resources Professionals	National	3	0	0.0 %	2.7 %	0	0	National
1122: Business Management Consulting Professionals	National	11	0	0.0 %	1.6 %	0	0	National
1123: Advertising, Marketing and Public Relations Professionals	National	4	0	0.0 %	2.1 %	0	0	National
2131: Civil Engineers	National	108	0	0.0 %	1.0 %	1	-1	National
2132 : Mechanical Engineers	National	20	0	0.0 %	0.7 %	0	0	National
2133 : Electrical and Electronics Engineers	National	20	0	0.0 %	0.7 %	0	0	National
2134: Chemical Engineers	National	10	0	0.0 %	0.6 %	0	0	National
2144: Geological Engineers	National	3	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
2148: Other Engineers, n.e.c.	National	12	0	0.0 %	1.0 %	0	0	National
2152 : Landscape Architects	National	1	0	0.0 %	0.0 %	0	0	National
2171 : Analysts and consultants in computer science	National	2	0	0.0 %	1.1 %	0	0	National
2172: Database Analysts and Data Administrators	National	1	0	0.0 %	1.3 %	0	0	National
2173 : Engineers and software designers	National	1	0	0.0 %	0.6 %	0	0	National
2174: Interactive Media Programmers and Developers	National	5	0	0.0 %	1.0 %	0	0	National
4112: Lawyers (across Canada) and notaries (in Quebec)	National	1	0	0.0 %	1.6 %	0	0	National
4161: Researchers, Consultants and Program Officers - Natural and Applied Natural Sciences and Applied Natural Sciences		3	0	0.0 %	2.7 %	0	0	National
4169: Other Social Science Professionals, n.e.c.	National	1	0	0.0 %	4.7 %	0	0	National
<b>04: Semi-professional and technical staff</b>		195	2	1.0 %	0.8 %	2	0	

Default Workforce Analysis System - Detailed Report

Date: 2017-09-15

Aboriginal

Employment Equity Occupational Group	Location	All employees internal#	Aboriginal				Place of recruitment
			Representation #	Representation %	Availability %	Difference #	
2231: Civil Engineering Technologists and Technicians	Quebec4		0	0.0 %	1.3 %	0	Quebec
2234: Construction estimators	Quebec3		0	0.0 %	0.6 %	0	Quebec
2241 : Electronic and Electrical Engineering Technologists and Technicians	Quebec8		0	0.0 %	0.8 %	0	Quebec
2252 : Industrial Designers	Quebec127		2	1.6 %	0.5 %	1	Quebec
2253 : Drafting Technologists and Technicians	Quebec21		0	0.0 %	1.1 %	0	Quebec
2254 : Land Survey Technologists and Technicians	Quebec5		0	0.0 %	1.9 %	0	Quebec
2263: Public Health, Environmental and Occupational Health and Safety Inspectors	Quebec10		0	0.0 %	1.6 %	0	Quebec
2281 : Computer Network Technicians	Quebec2		0	0.0 %	1.1 %	0	Quebec
2282: User Support Agents	Quebec7		0	0.0 %	1.3 %	0	Quebec
4211 : Paralegals and related occupations	Quebec2		0	0.0 %	0.9 %	0	Quebec
5211: Technicians in Library and Archives Services	Quebec6		0	0.0 %	1.9 %	0	Quebec
<b>05: Supervisors</b>		2	0	0.0 %	1.0 %	0	
<b>Employment Equity Occupational Group</b>	Montreal1		0	0.0 %	0.8 %	0	Montreal
<b>Employment Equity Occupational Group</b>	Quebec1		0	0.0 %	1.2 %	0	Quebec
<b>06 : Foremen</b>		45	0	0.0 %	1.8 %	1	
7302: Contractors and Supervisors, Heavy Equipment Operator Crews	Quebec45		0	0.0 %	1.8 %	1	Quebec
<b>07: Administrative and Senior Clerical Staff</b>		72	0	0.0 %	1.0 %	1	
<b>Employment Equity Occupational Group</b>	Montreal28		0	0.0 %	0.7 %	0	Montreal
<b>Employment Equity Occupational Group</b>	Qc minus CMAs8		0	0.0 %	2.9 %	0	Qc minus CMAs
<b>Employment Equity Occupational Group</b>	Quebec32		0	0.0 %	0.7 %	0	Quebec
<b>Employment Equity Occupational Group</b>	Saguenay3		0	0.0 %	2.3 %	0	Saguenay
<b>Employment Equity Occupational Group</b>	Trois-Rivières1		0	0.0 %	0.4 %	0	Trois-Rivières
<b>10 : Office staff</b>		5	0	0.0 %	0.7 %	0	
<b>Employment Equity Occupational Group</b>	Montreal3		0	0.0 %	0.8 %	0	Montreal

**Default Workforce Analysis System - Detailed Report**

Date: 2017-09-15

**Aboriginal**

Employment Equity Occupational Group	Location internal	All employees #	Aboriginal		Difference #	Place of recruitment		
			Representation #	Availability %				
Employment Equity Occupational Group	Quebec	2	0	0.0 %	0.6 %	0	0	Quebec
Total		619	2	0.3 %	1.2 %	8	-6	

The total does not necessarily equal the sum of the components due to rounding.

Sources: 2011 National Household Survey and internal employer data



Default Workforce Analysis System - Detailed Report

Date: 2017-09-15

Members of Visible Minorities

Employment Equity Occupational Group	Internal location	All employees #	Members of Visible Minorities				Differ ence#	Place of recruitment
			Representation #	Availability %	Representation %	Availability %		
<b>01: Senior Management</b>	National	11	0	0.0 %	10.1 %	1	-1	National
<b>02: Middle management and other directors</b>	National	72	1	1.4 %	15.0 %	11	-10	National
<b>03: Professionals</b>		217	16	7.4 %	26.7 %	58	-42	
1111: Auditors and Accountants	National	4	0	0.0 %	27.5 %	1	-1	National
1114: Other financial agents	National	5	0	0.0 %	21.7 %	1	-1	National
1121: Human Resources Professionals	National	3	0	0.0 %	14.1 %	0	0	National
1122: Business Management Consulting Professionals	National	11	0	0.0 %	21.6 %	2	-2	National
1123: Advertising, Marketing and Public Relations Professionals	National	4	0	0.0 %	16.9 %	1	-1	National
2131 : Civil engineers	National	108	12	11.1 %	26.0 %	28	-16	National
2132 : Mechanical engineers	National	20	0	0.0 %	28.6 %	6	-6	National
2133 : Electrical and electronic engineers	National	20	2	10.0 %	34.9 %	7	-5	National
2134 : Chemical engineers	National	10	0	0.0 %	30.8 %	3	-3	National
2144 : Geological engineers	National	3	1	33.3 %	22.6 %	1	0	National
2147 : Computer Engineers (except Software Engineers and Designers)	National	2	0	0.0 %	38.2 %	1	-1	National
2148: Other engineers, n.e.c.	National	12	0	0.0 %	27.3 %	3	-3	National
2152 : Landscape Architects	National	1	0	0.0 %	13.6 %	0	0	National
2171 : IT Analysts and Consultants	National	2	0	0.0 %	31.4 %	1	-1	National
2172 : Database Analysts and Data Administrators	National	1	0	0.0 %	32.3 %	0	0	National
2173 : Engineers and software designers	National	1	1	100.0 %	40.5 %	0	1	National
2174: Programmers and Interactive Media Developers	National	5	0	0.0 %	31.5 %	2	-2	National
4112: Lawyers (across Canada) and notaries (in Quebec)	National	1	0	0.0 %	12.5 %	0	0	National
4161: Researchers, consultants and program officers in natural and applied sciences	National	3	0	0.0 %	13.6 %	0	0	National
4169: Other social science professionals, n.e.c.	National	1	0	0.0 %	9.9 %	0	0	National
<b>04: Semi-professional and technical staff</b>		195	9	4.6 %	9.8 %	19	-10	

Default Workforce Analysis System - Detailed Report

Date: 2017-09-15

Members of Visible Minorities

Employment Equity Occupational Group	Location	All employees internal#	Members of Visible Minorities				Differ ence#	Place of recruitment
			Representation #	Availability %	Availability %	Representation #		
2231: Civil Engineering Technologists and Technicians	Quebec	4	0	0.0 %	6.9 %	0	0	Quebec
2234: Construction estimators	Quebec	3	0	0.0 %	6.8 %	0	0	Quebec
2241 : Electronic and Electrical Engineering Technologists and Technicians	Quebec	8	0	0.0 %	9.5 %	1	-1	Quebec
2252 : Industrial Designers	Quebec	127	2	1.6 %	10.6 %	13	-11	Quebec
2253 : Drafting Technologists and Technicians	Quebec	21	5	23.8 %	7.7 %	2	3	Quebec
2254 : Land Survey Technologists and Technicians	Quebec	5	0	0.0 %	4.5 %	0	0	Quebec
2263: Public Health, Environmental and Occupational Health and Safety Inspectors	Quebec	10	0	0.0 %	4.8 %	0	0	Quebec
2281 : Computer Network Technicians	Quebec	2	0	0.0 %	13.1 %	0	0	Quebec
2282: User Support Agents	Quebec	7	1	14.3 %	18.2 %	1	0	Quebec
4211 : Paralegals and related occupations	Quebec	2	0	0.0 %	8.3 %	0	0	Quebec
5211: Technicians in Library and Archives Services	Quebec	6	1	16.7 %	6.9 %	0	1	Quebec
<b>05: Supervisors</b>		2	0	0.0 %	9.5 %	0	0	
<b>Employment Equity Occupational Group</b>	Montreal	1	0	0.0 %	16.7 %	0	0	Montreal
<b>Employment Equity Occupational Group</b>	Quebec	1	0	0.0 %	2.3 %	0	0	Quebec
<b>06 : Foremen</b>		45	2	4.4 %	2.2 %	1	1	
7302: Contractors and Supervisors, Heavy Equipment Operator Crews	Quebec	45	2	4.4 %	2.2 %	1	1	Quebec
<b>07: Administrative and Senior Clerical Staff</b>		72	1	1.4 %	5.5 %	4	-3	
<b>Employment Equity Occupational Group</b>	Montreal	28	1	3.6 %	12.2 %	3	-2	Montreal
<b>Employment Equity Occupational Group</b>	Qc minus CMAs	8	0	0.0 %	0.6 %	0	0	Qc minus CMAs
<b>Employment Equity Occupational Group</b>	Quebec	32	0	0.0 %	1.5 %	0	0	Quebec
<b>Employment Equity Occupational Group</b>	Saguenay	3	0	0.0 %	0.8 %	0	0	Saguenay
<b>Employment Equity Occupational Group</b>	Trois-Rivières	1	0	0.0 %	2.2 %	0	0	Trois-Rivières
<b>10 : Office staff</b>		5	0	0.0 %	11.2 %	1	-1	
<b>Employment Equity Occupational Group</b>	Montreal	3	0	0.0 %	17.4 %	1	-1	Montreal

**Default Workforce Analysis System - Detailed Report**

Date: 2017-09-15

**Members of Visible Minorities**

Employment Equity Occupational Group	Internal location	All employees #	Members of Visible Minorities				Differ ence #	Place of recruitment
			Representation #	Availability %	Representation %	Availability #		
Employment Equity Occupational Group	Quebec	2	0	0.0 %	2.0 %	0	0	Quebec
<b>Total</b>		619	29	4.7 %	15.3 %	95	-66	

The total does not necessarily equal the sum of the components due to rounding.

Sources: 2011 National Household Survey and internal employer data

**Default Workforce Analysis System - Detailed Report**

Date: 2017-09-15

**Persons with disabilities**

Employment Equity Occupational Group	Internal location	All employees #	Persons with disabilities				Differ ence #	Place of recruitment
			Representation #	Availability %	Representation %	Availability %		
01/02 : Executives	National	83	0	0.0 %	4.3 %	4	National	
03: Professionals	National	217	1	0.5 %	3.8 %	8	National	
04: Semi-professional and technical staff	National	195	0	0.0 %	4.6 %	9	National	
05: Supervisors	National	2	0	0.0 %	13.9 %	0	National	
06 : Foremen	National	45	0	0.0 %	7.8 %	4	National	
07: Administrative and Senior Clerical Staff	National	72	1	1.4 %	3.4 %	2	National	
10 : Office staff	National	5	0	0.0 %	7.0 %	0	National	
<b>Total</b>		<b>619</b>	<b>2</b>	<b>0.3 %</b>	<b>4.4 %</b>	<b>27</b>		

The total does not necessarily equal the sum of the components due to rounding.

Sources: 2012 Canadian Disability Survey and internal employer data

Workplace Equity Information Management System - Tetra Tech IQ Inc.  
Default Workforce Analysis System - Detailed Report  
Date: 2017-09-15

Default Data for Workforce Analysis - Women, Aboriginal Peoples and Visible Minorities

Employment Equity Occupational Group	Perform an analysis by	Place of recruitment
01: Senior Management	EEOG	National
02: Middle management and other directors	EEOG	National
03: Professionals	CNP	National
04: Semi-professional and technical staff	CNP	Provincial
05: Supervisors	EEOG	CMA
06 : Foremen	CNP	Provincial
07: Administrative and Senior Clerical Staff	EEOG	CMA
10 : Office staff	EEOG	CMA

**Default Workforce Analysis System - Detailed Report**

Date: 2017-09-15

**Default Data for Workforce Analysis - Persons with Disabilities**

Employment Equity Occupational Group	Perform an analysis by	Place of recruitment
01/02 : Executives	CPEME	National
3. : Professionals	CPEME	National
4.: Semi-professional and technical staff 05 :	CPEME	National
Supervisors	CPEME	National
6. : Foremen	CPEME	National
7.9: Administrative and Senior Clerical Staff 10:	CPEME	National
Clerical Staff	CPEME	National
	CPEME	
	CPEME	
	CPEME	

Workplace Equity Information Management System - Tetra Tech IQ Inc.  
**Default Workforce Analysis System - Summary Report**  
 Date: 2017-09-15

**Women**

Employment Equity Occupational Group	Women					
	All employees	Representation		Availability		Difference
	#	#	%	%	#	#
01: Senior Management	11	1	9.1 %	27.4 %	3	-2
02: Middle management and other directors	72	11	15.3 %	38.9 %	28	-17
03: Professionals	217	61	28.1 %	20.3 %	44	17
04: Semi-professional and technical staff	195	44	22.6 %	33.5 %	65	-21
05: Supervisors	2	0	0.0 %	51.7 %	1	-1
06 : Foremen	45	1	2.2 %	4.7 %	2	-1
07: Administrative and Senior Clerical Staff	72	68	94.4 %	81.7 %	59	9
10 : Office staff	5	5	100.0 %	62.2 %	3	2
<b>Total</b>	<b>619</b>	<b>191</b>	<b>30.9 %</b>	<b>33.2 %</b>	<b>205</b>	<b>-14</b>

The total does not necessarily equal the sum of the components due to rounding.

Workplace Equity Information Management System - Tetra Tech IQ Inc.  
**Default Workforce Analysis System - Summary Report**  
 Date: 2017-09-15

**Aboriginal**

Employment Equity Occupational Group	All employees #	Aboriginal Representation		Aboriginal Availability		Difference #
		#	%	%	#	
01: Senior Management	11	0	0.0%	2.9%	0	0
02: Middle management and other directors	72	0	0.0%	2.2%	2	-2
03: Professionals	217	0	0.0%	1.0%	2	-2
04: Semi-professional and technical staff	195	2	1.0%	0.8%	2	0
05: Supervisors	2	0	0.0%	1.0%	0	0
06 : Foremen	45	0	0.0%	1.8%	1	-1
07: Administrative and Senior Clerical Staff	72	0	0.0%	1.0%	1	-1
10 : Office staff	5	0	0.0%	0.7%	0	0
<b>Total</b>	<b>619</b>	<b>2</b>	<b>0.3%</b>	<b>1.2%</b>	<b>8</b>	<b>-6</b>

The total does not necessarily equal the sum of the components due to rounding.



Workplace Equity Information Management System - Tetra Tech IQ Inc.  
**Default Workforce Analysis System - Summary Report**  
 Date: 2017-09-15

**Members of Visible Minorities**

Employment Equity Occupational Group	All employees #	Members of Visible Minorities Representation		Availability		Differ ence #
		#	%	%	#	
01: Senior Management	11	0	0.0 %	10.1 %	1	-1
02: Middle management and other directors	72	1	1.4 %	15.0 %	11	-10
03: Professionals	217	16	7.4 %	26.7 %	58	-42
04: Semi-professional and technical staff	195	9	4.6 %	9.8 %	19	-10
05: Supervisors	2	0	0.0 %	9.5 %	0	0
06 : Foremen	45	2	4.4 %	2.2 %	1	1
07: Administrative and Senior Clerical Staff	72	1	1.4 %	5.5 %	4	-3
10 : Office staff	5	0	0.0 %	11.2 %	1	-1
<b>Total</b>	<b>619</b>	<b>29</b>	<b>4.7 %</b>	<b>15.3 %</b>	<b>95</b>	<b>-66</b>

The total does not necessarily equal the sum of the components due to rounding.

Workplace Equity Information Management System - Tetra Tech IQ Inc.  
**Default Workforce Analysis System - Summary Report**  
 Date: 2017-09-15

**Persons with disabilities**

Employment Equity Occupational Group	All employees #	Persons with disabilities		Difference #
		Representation #	Availability %	
01/02 : Executives	83	0	0.0 %	4
03: Professionals	217	1	0.5 %	8
04: Semi-professional and technical staff	195	0	0.0 %	9
05: Supervisors	2	0	0.0 %	0
06 : Foremen	45	0	0.0 %	4
07: Administrative and Senior Clerical Staff	72	1	1.4 %	2
10 : Office staff	5	0	0.0 %	0
<b>Total</b>	<b>619</b>	<b>2</b>	<b>0.3 %</b>	<b>27</b>

The total does not necessarily equal the sum of the components due to rounding.

Workplace Equity Information Management System - Tetra Tech IQ Inc.  
Default Workforce Analysis System - Summary Report  
Date: 2017-09-15

Default Data for Workforce Analysis - Women, Aboriginal Peoples and Visible Minorities

Employment Equity Occupational Group	Perform an analysis by	Place of recruitment
01: Senior Management	EEOG	National
02: Middle management and other directors	EEOG	National
03: Professionals	CNP	National
04: Semi-professional and technical staff	CNP	Provincial
05: Supervisors	EEOG	CMA
06 : Foremen	CNP	Provincial
07: Administrative and Senior Clerical Staff	EEOG	CMA
10 : Office staff	EEOG	CMA

Workplace Equity Information Management System - Tetra Tech IQ Inc.  
Default Workforce Analysis System - Summary Report  
Date: 2017-09-15

Default Data for Workforce Analysis - Persons with Disabilities

Employment Equity Occupational Group	Perform an analysis by	Place of recruitment
01/02 : Executives	CPEME	National
3. : Professionals	CPEME	National
4.: Semi-professional and technical staff 05 :	CPEME	National
Supervisors	CPEME	National
6. : Foremen	CPEME	National
7.9: Administrative and Senior Clerical Staff 10:	CPEME	National
Clerical Staff	CPEME	National
	CPEME	
	CPEME	
	CPEME	

**Short-term goal-setting tool**  
**Tetra Tech inc.**  
**[October 05,**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>	<b>O</b>	<b>P</b>	<b>Q</b>	<b>R</b>
	Input from Workforce Analysis	Data Entry	B x C x 3	Data Entry	B x E x 3	D + F	Input of data from workforce analysis	Equivalent to E	H x W x 3	(D x N) - O + J	G x M	Data Entry	Input of data from workforce analysis	Input of data from workforce analysis	(H - D + L) - ((B + D) x N)	H + B	(H - D + L) + (B + D)

Professional categories Employment Equity Committee (EEOG)	All the Employees 19/09/2017	Growth (new positions)		Turnover (replacement of employees)		Recruitment anticipated over 3 years	WOMEN										
		Annual	Over 3 years	Annual	Over 3 years		Number	Turnover (replacement of employees)		Recruitment required	3-year objectives 2018-2020		Availability current	Difference current	Difference anticipated	Representation current	Representation anticipated in 3 years
								Annual	Over 3 years		#	%					
Senior Management	11	3.3%	1	0.0%	0	1	0.0%	0	2	0	0.0%	27.4%	-2	-2	9.1%	8.3%	
Middle management and other directors	72	1.3%	3	9.0%	19	22	11	9.0%	3	21	4	20.0%	38.9%	-17	-17	15.3%	16.0%
Professionals	217	12.4%	81	12.0%	78	159	61	12.0%	22	21	#N/A	#N/A	20.3%	17	#N/A	28.1%	#N/A
Semi-professional and technical staff	195	12.8%	75	13.0%	76	151	44	13.0%	17	63	8	5.0%	33.5%	-21	-55	22.6%	13.0%
Supervisors	2	0.0%	0	0.0%	0	0	0	0.0%	0	1	0	0.0%	51.7%	-1	-1	0.0%	0.0%
Foremen	45	7.5%	10	14.0%	19	29	1	14.0%	0	1	1	3.0%	4.7%	-1	-1	2.2%	3.6%
Administrative and main office staff	72	10.5%	23	12.0%	26	49	68	12.0%	24	34	#N/A	#N/A	81.7%	9	#N/A	94.4%	#N/A
Specialized sales and service personnel	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A
Skilled workers and artisans	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A
Clerical staff	5	39.0%	6	25.0%	4	10	5	25.0%	4	6	#N/A	#N/A	62.2%	2	#N/A	100.0%	#N/A
Intermediate sales and service personnel	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A
Skilled Manual Workers	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A
Other sales and service personnel	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A
Other manual workers	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A

**Short-term goal-setting tool**  
**Tetra Tech inc.**  
**[October 05,**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>	<b>O</b>	<b>P</b>	<b>Q</b>	<b>R</b>
	Input of data from workforce analysis	Data Entry	B x C x 3	Data Entry	B x E x 3	D + F	Input of data from workforce analysis	Equivalent to E	H x W x 3	(D x N) - O + J	G x M	Data Entry	Input of data from workforce analysis	Input of data from workforce analysis	(H - D + L) - ((B + D) x N)	H + B	(H - D + L) + (B + D)

Professional categories Employment Equity Committee (EEOG)	All the Employees 19/09/2017 #	Growth (new positions)		Turnover (replacement of employees)		Recruitment anticipated over 3 years #	Number #	Turnover (replacement of employees)		Recruitment required #	3-year objectives AAAA-AAAAA		Availability current %	Difference current #	Difference anticipated #	Representation current %	Representation anticipated in 3 years %
		Annual	Over 3 years	Annual	Over 3 years			Annual	Over 3 years		#	%					
		%	#	%	#			%	#								
Senior Management	11	3.3%	1	0.0%	0	1	0	0.0%	0	0	#N/A	#N/A	2.9%	0	#N/A	0.0%	#N/A
Middle management and other directors	72	1.3%	3	9.0%	19	22	0	9.0%	0	2	0	0.0%	2.2%	-2	-2	0.0%	0.0%
Professionals	217	12.4%	81	12.0%	78	159	0	12.0%	0	3	1	0.5%	1.0%	-2	-2	0.0%	0.3%
Semi-professional and technical staff	195	12.8%	75	13.0%	76	151	2	13.0%	1	2	#N/A	#N/A	0.8%	0	#N/A	1.0%	#N/A
Supervisors	2	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	1.0%	0	#N/A	0.0%	#N/A
Foremen	45	7.5%	10	14.0%	19	29	0	14.0%	0	1	0	0.0%	1.8%	-1	-1	0.0%	0.0%
Administrative and main office staff	72	10.5%	23	12.0%	26	49	0	12.0%	0	1	0	0.0%	1.0%	-1	-1	0.0%	0.0%
Specialized sales and service personnel	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A
Skilled workers and artisans	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A
Clerical staff	5	39.0%	6	25.0%	4	10	0	25.0%	0	0	#N/A	#N/A	0.7%	0	#N/A	0.0%	#N/A
Intermediate sales and service personnel	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A
Skilled Manual Workers	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A
Other sales and service personnel	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A
Other manual workers	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A

**Short-term goal setting tool**  
**Tetra Tech inc.**  
**[October 05,**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>	<b>O</b>	<b>P</b>	<b>Q</b>	<b>R</b>
	Data entry from workforce analysis	Data Entry	B x C x 3	Data Entry	B x E x 3	D + F	Data entry from workforce analysis	Equivalent to E	H x W x 3	(D x N) - O + J	G x M	Data Entry	Input of data from workforce analysis	Input of data from workforce analysis	(H - D + L) - ((B + D) x N)	H + B	(H - D + L) + (B + D)

Professional categories Employment Equity Committee (EEOG)	All the Employees 19/09/2017 #	Growth (new positions)		Bearing (replacement of employees)		Recruitment anticipated over 3 years #	MEMBERS OF VISIBLE MINORITIES										
		Annual %	Over 3 years #	Annual %	Over 3 years #		Number #	Bearing (replacement of employees)		Recruitment required #	3-year objectives AAAA-AAAA		Availability current %	Difference current #	Difference anticipated #	Representation current %	Representation anticipated d in 3 years %
								Annual %	Over 3 years #		#	%					
		2017   Tetra Tech inc.															
Senior Management	11	3.3%	1	0.0%	0	1	0	0.0%	0	0	0	0.0%	10.1%	-1	-1	0.0%	0.0%
Middle management and other directors	72	1.3%	3	9.0%	19	22	1	9.0%	0	10	2	7.0%	15.0%	-10	-8	1.4%	4.0%
Professionals	217	12.4%	81	12.0%	78	159	16	12.0%	6	76	14	9.0%	26.7%	-42	-56	7.4%	8.1%
Semi-professional and technical staff	195	12.8%	75	13.0%	76	151	9	13.0%	4	21	4	2.5%	9.8%	-10	-17	4.6%	3.3%
Supervisors	2	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	9.3%	0	#N/A	0.0%	#N/A
Foremen	45	7.5%	10	14.0%	19	29	2	14.0%	1	0	#N/A	#N/A	2.2%	1	#N/A	4.4%	#N/A
Administrative and main office staff	72	10.5%	23	12.0%	26	49	1	12.0%	0	4	1	3.0%	5.3%	-3	-3	1.4%	2.1%
Specialized sales and service personnel	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A
Skilled workers and artisans	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A
Clerical staff	5	39.0%	6	25.0%	4	10	0	25.0%	0	2	0	0.0%	11.2%	-1	-1	0.0%	0.0%
Intermediate sales and service personnel	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A
Skilled Manual Workers	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A
Other sales and service personnel	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A
Other manual workers	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A

**Short-term goal-setting tool**  
**Tetra Tech inc.**  
**[October 05,**

<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>	<b>G</b>	<b>H</b>	<b>I</b>	<b>J</b>	<b>K</b>	<b>L</b>	<b>M</b>	<b>N</b>	<b>O</b>	<b>P</b>	<b>Q</b>	<b>R</b>
	Input of data from workforce analysis	Data Entry	B x C x 3	Data Entry	B x E x 3	D + F	Input of data from workforce analysis	Equivalent to E	H x W x 3	(D x N) - O + J	G x M	Data Entry	Input of data from workforce analysis	Input of data from workforce analysis	(H - D + L) - ((B + D) x N)	H + B	(H - D + L) + (B + D)

Professional categories Employment Equity Committee (EEOG)	All the Employees 19/09/2017 #	Growth (new positions)		Turnover (replacement of employees)		Recruitment anticipated over 3 years #	PEOPLE WITH DISABILITIES										
		Annual %	Over 3 years #	Annual %	Over 3 years #		Number #	Turnover (replacement of employees)		Recruitment required #	3-year objectives AAAA-AAAAA		Availability current %	Difference current #	Difference anticipated #	Representation current %	Representation anticipated in 3 years %
								Annual %	Over 3 years #		#	%					
Senior, middle and other admin	83	1.5%	4	9.0%	22	26	0	9.0%	0	4	0	0.0%	4.3%	-4	-4	0.0%	0.0%
Professionals	217	12.4%	81	12.0%	78	159	1	12.0%	0	10	2	1.0%	3.8%	-7	-8	0.5%	1.0%
Semi-professional and technical staff	195	12.8%	75	13.0%	76	151	0	13.0%	0	12	2	1.0%	4.6%	-9	-10	0.0%	0.7%
Supervisors	2	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	13.9%	0	#N/A	0.0%	#N/A
Foremen	45	7.5%	10	14.0%	19	29	0	14.0%	0	5	1	2.0%	7.8%	-4	-3	0.0%	1.8%
Administrative and main office staff	72	10.5%	23	12.0%	26	49	1	12.0%	0	2	0	0.0%	3.4%	-1	-2	0.0%	1.1%
Specialized sales and service personnel	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A
Skilled workers and artisans	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A
Clerical staff	5	39.0%	6	25.0%	4	10	0	25.0%	0	0	#N/A	#N/A	7.0%	0	#N/A	0.0%	#N/A
Intermediate sales and service personnel	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A
Skilled Manual Workers	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A
Other sales and service personnel	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A
Other manual workers	0	0.0%	0	0.0%	0	0	0	0.0%	0	0	#N/A	#N/A	0.0%	0	#N/A	#DIV/0!	#N/A



<b>Summary of Objectives</b>
<b>Tetra Tech Inc.]</b>
<b>[October 05,</b>
<b>2017] [Tetra</b>
<b>Tech Inc.</b>

**Women**

Workforce Analysis Results		Objectives			
Employment Equity Occupational Groups (EEOGs)	Current Gap	Short term (1 to 3 years)	Long term (3 years or more)	Comments	
#	Description	#	# or % # or % # or % # or % # or % # or % # or % # or % # or % # or % # or % # or %	# or % # or % # or % # or % # or % # or % # or % # or % # or % # or % # or % # or %	
11	Senior Management	-2	0	1	-Almost zero turnover rate. -Low growth rate. -Principle of internal promotion that is most often applied for management positions.
72	Middle management and other directors	-17	4	10	-Low growth rate -Few women applying for positions. -Few candidates responding to the requested profile/requirement. -Principle of internal promotion that is most often applied for management positions.
195	Semi-professional and technical staff	-21	8	13	
2	Supervisors	-1	0	1	
45	Foremen	-1	1	1	



### Members of Visible Minorities

Workforce Analysis Results		Objectives			
Employment Equity Occupational Groups (EEOGs)		Current Gap	Short term (1 to 3 years)	Long term (3 years or more)	Comments
#	Description	#	# or % # or % # or % # or % # or % # or % # or % # or % # or % # or % # or % # or % # or % # or % # or %	# or % # or % # or % # or % # or % # or % # or % # or % # or % # or % # or % # or % # or % # or % # or %	
11	Senior Management	-1	0	1	-Almost zero turnover rate. -Low growth rate. -Principle of internal promotion that is most often applied for management positions.
72	Middle management and other directors	-10	2	5	-Low growth rate. -Few visible minority candidates applying for positions. -Few visible minority candidates meet the profile/requirement. -Principle of internal promotion which is most often applied for management positions.
217	Professionals	-42	14	22	-Few visible minority candidates meeting the profile/special requirements requested by the client (e.g. MTQ) -Expertise in their country, but which is not recognized by the Ordre des ingénieurs du Québec, therefore should instead be oriented towards the positions of technicians
195	Semi-professional and technical staff	-10	4	6	
72	Administrative and main office staff	-3	1	2	
5	Clerical staff	-1	0	1	





## Access to Equality and Employment Equity

Length of survey: 1 to 2 minutes. To submit, click the *Completed* tab.

The survey is available in other formats upon request to your Human Resources (HR) advisor (e.g., paper format with various fonts).

### Notice of confidentiality

- The information you provide is in accordance with sections 18 and 42 of the *Employment Equity Act* to allow our organization to collect data on employees to comply with employment equity legislation and to implement employment equity in the workplace.
- Participation in the self-identification survey is voluntary. Any refusal to provide personal information will result in the incomplete or inaccurate entry of our employee data.
- The information you provide will be combined with data from other employees and sent to the Labour Program of Employment and Social Development Canada (ESDC) to ensure that our organization complies with employment equity legislation for the Federal Contractors Program.
- The information you provide may be used or disclosed by ESDC for policy analysis, research or evaluation purposes. However, these additional uses or disclosures of your personal information will never be used to make an administrative decision about you.
- Your personal information is administered by ESDC in accordance with the *Privacy Act* and other applicable laws. You have the right to protection of and access to your personal information. Your personal information is stored in Personal Information Bank ESDC PPU 729. The procedures for obtaining this information are described in the government publication called *Info Source*, available on the following website: <http://www.infosource.gc.ca>. You can also consult *Info Source* online at a Service Canada Centre.

### 1. What is your last name?

### 2. What is your first name?

### 3. If you know it, what is your TetraLinx employee number?

### 4. Employment status

- Full time
- Part time
- Temporary

### 5. Sex

- Male
- Female

### 6. Read the definitions of each of the next three sections and answer “yes” if they apply to you. You can self-identify as a member of more than one group.

#### Aboriginal peoples

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

#### Are you an Aboriginal person?

- Yes
- No

## 7. Visible minorities

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

The following is a non-exhaustive list of examples of visible minorities:

- Blacks
- Non-white Latin Americans (including Aboriginal peoples of Central and South America)
- East Asians (e.g., Chinese, Japanese or Korean)
- South Asians or East Indians (e.g., Indians, Pakistanis, Bangladeshis or East Indians from Guyana, Trinidad or East Africa)
- Southeast Asians (e.g., Burmese, Cambodians, Filipinos, Laotians, Thai or Vietnamese)
- West Asians, North Africans or non-white Arabs (e.g., Iranians, Lebanese, Egyptians or Libyans)
- Persons of mixed origin (e.g., one parent is a member of a visible minority)

Are you a member of a visible minority?

Yes

No

## 8. Persons with disabilities

According to the Act, 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. Persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace (such as through technical aids, equipment modifications or other work arrangements) also belong to this group.

The following is a non-exhaustive list of examples of disabilities:

- Coordination or dexterity (e.g., difficulty using hands or arms, such as grasping objects or using a keyboard)
- Mobility (e.g., difficulty moving from one office to another, walking long distances or using stairs)
- Blindness or visual impairment (e.g., inability or difficulty to see, glaucoma, excluding those who can see well with glasses or contact lenses)
- Speech (e.g., inability or difficulty speaking and being understood)
- Deafness or hearing impairment (e.g., inability or difficulty hearing)
- Other impairments (e.g., learning, developmental or other types of disabilities)

Are you a person with a disability?

Yes

No

## **9. Employee's voluntary participation**

**Do you agree to the use of your employment equity self-identification information in connection with employment equity measures?**

Yes

No

**10. Complementary question: Additional data for accommodation measures and employee comments. Please indicate how we could accommodate you to enable your full participation in your workplace. These accommodations, if implemented, will not negatively impact your hiring, training, promotion opportunities and retention within our organization.**

**If you have any comments or ideas about our employment equity program, please indicate them below or contact your HR advisor. Please rest assured that all comments received will be kept strictly confidential.**

You have the right to review and change your information at any time by contacting your HR advisor.

Completed

**From:** Yakibonge, Maurice [NC] on behalf of EE-EME  
**Sent:** November 2, 2017 3:17 PM  
**To:** 'francois.morin@tetrattech.com'  
**Cc:** 'sylvie.paradis@tetrattech.com'; 'Nguyen, TrongKhoi'; Bertrand, Alexandra  
**Subject:** Government of Canada Agreement Number 10000513 - Notice of Compliance with the Federated Contractors Program

**Attachments:** FP-Tmp-WEDFCP Notice of Compliance LetterEN Tetra Tech QI inc-20171102.doc

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

Dear François Morin:

I am writing to inform you that the compliance assessment initiated on October 6, 2017 has been completed. As a result of the assessment, Tetra Tech QI 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 Tetra Tech QI inc.'s employment equity program.

- We encourage you to send your employees a reminder to improve participation rates in your Workforce Survey.
- We acknowledge receipt of your rationale for setting only a few objectives and encourage you to hire more designated group members and to better promote job opportunities to these groups as they arise.

### **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 Tetra Tech QI inc. 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, Tetra Tech QI 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;

The logo for the Government of Canada, featuring the word "Canada" in a stylized serif font with a small flag icon above the letter 'a'.



- 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 Maurice Yakibonge at [Maurice.yakibonge@labour-travail.gc.ca](mailto:Maurice.yakibonge@labour-travail.gc.ca).

Your cooperation during the course of this compliance assessment was appreciated and we wish Tetra Tech QI 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@hrsdc-rhdcc.gc.ca](mailto:ee-eme@hrsdc-rhdcc.gc.ca)



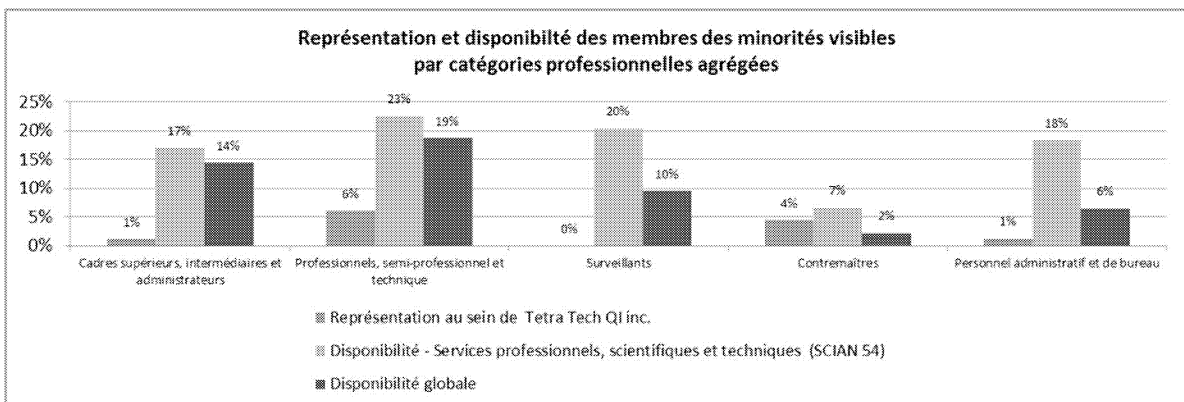
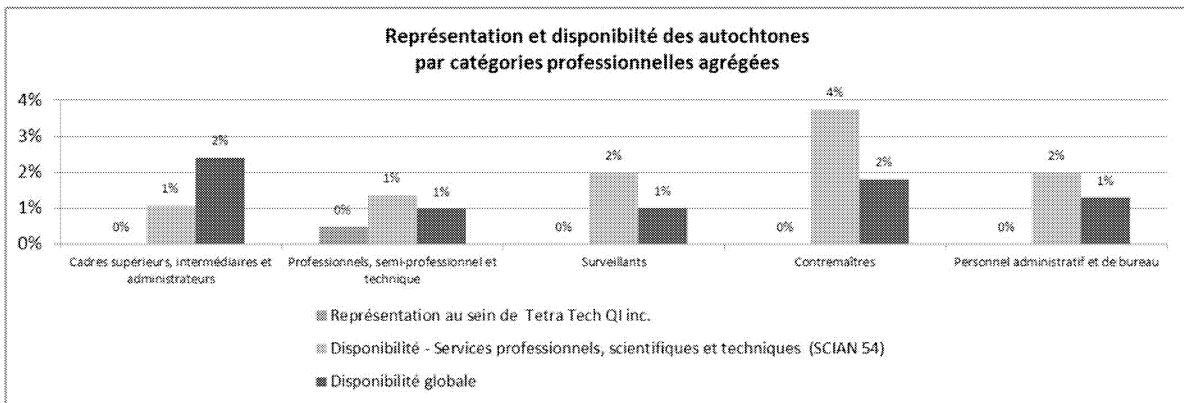
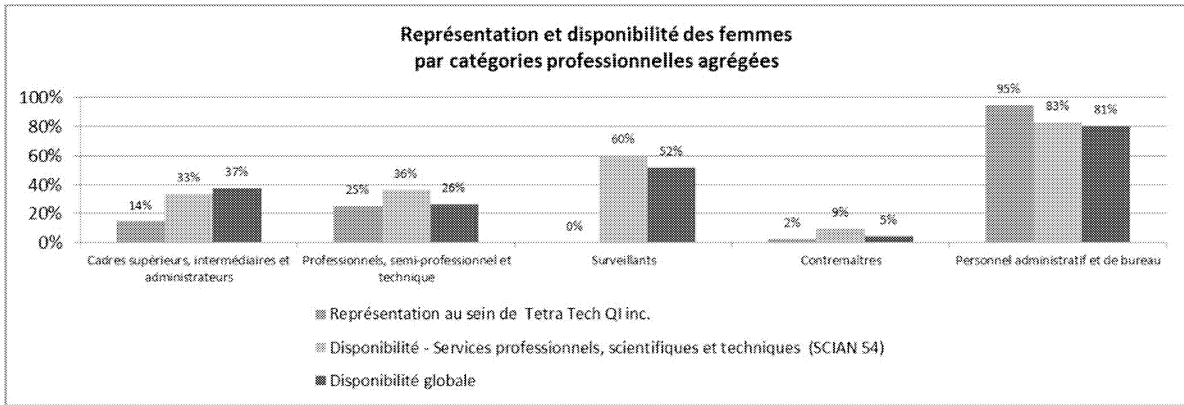
Joignez-vous au **Forum de l'équité, la diversité et l'inclusion en milieu de travail (FEDIMT)** en ligne, un espace collaboratif pour employeurs. Envoyez-nous un courriel pour vous joindre!  
 Join the online **Workplace Equity, Diversity and Inclusion Forum (WEDIF)**, a collaborative space for employers. Send us an email to join!

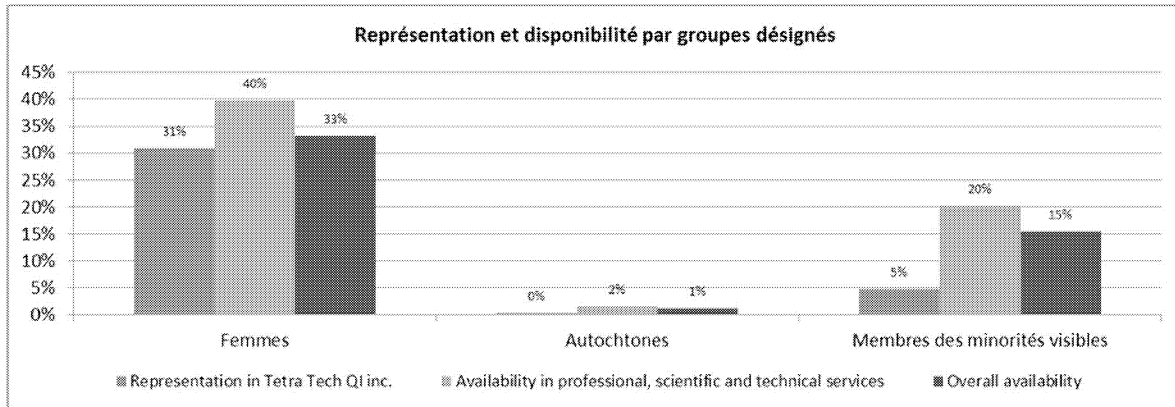


### Summary of Employment Equity Results for Tetra Tech IQ Inc.

In the graphs below, the representation of women, Aboriginal peoples, and members of visible minorities at the aggregate level and at the aggregate Employment Equity Occupational Group (EEOG) level, based on Tetra Tech IQ Inc.'s submission, are compared to the Professional, Scientific, and Technical Services sector and to the overall Canadian labour market availability data.

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





The 14 Employment Equity Occupational Groups (EEOGs) are aggregated as follows :

- EEOG 1 Senior Management and EEOG 2 Middle Management and Other Directors
- EEOG 3 Professional and EEOG 4 Semi-Professional and Technical Staff
- EEOG 5 Supervisors
- EEOG 6 Foremen
- EEOG 7 Administrative and Senior Clerical Staff and EEOG 10 Clerical Staff
- 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 Workers and Crafts, EEOG 12 Skilled Manual Workers and EEOG 14 Other Manual Workers

From: "Nguyen, TrongKhai" <TrongKhai.Nguyen@tetrattech.com>

To: "Yakibonge, Maurice [NC]" <maurice.yakibonge@labour-travail.gc.ca>

EE-EME <ee-eme@hrsdc-rhdcc.gc.ca>

Sent: 2017-10-27 14:07:48

Subject: RE: Tetra tech 10000513: initial assessment of compliance under the FCP

Attachments FP-Gbt-WEDFCPSummaryObjectivesEN-20151006-Step 6-Summary of Objectives  
Final v2.docx; Summary Report-2017-09-15.pdf

FP-Gbt-WEDFCPOutilEstablishmentObjectivesEN-20151005-Step 5-Objective  
setting tool Final v2.xlsx

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Hi Mr. Yakibonge,

As agreed, we are submitting the revised reports.

We hope that everything is in accordance with your request.

Please contact us if you have any questions or comments.

Thank you and have a nice day!

**Trong Khai Nguyen**, CRHA / CHRP | Ressources humaines

Ligne directe +1 (514) 257-0707 poste 3530 | Bureau +1 (514) 257-0707 | [TrongKhai.Nguyen@tetrattech.com](mailto:TrongKhai.Nguyen@tetrattech.com)

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**From:** Nguyen, TrongKhai

**Sent:** October-17-17 3:17 PM

**To:** 'maurice.yakibonge@labour-travail.gc.ca' <maurice.yakibonge@labour-travail.gc.ca>

**Cc :** Bertrand, Alexandra <Alexandra.Bertrand@tetrattech.com>

**Subject :** RE: Tetra tech 10000513: initial assessment of compliance under the FCP

Thank you.

We will submit the revised documents to you as agreed.

Have a nice day!

**Trong Khai Nguyen**, CRHA / CHRP | Ressources humaines

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**From:** maurice.yakibonge@labour-travail.gc.ca [mailto:[maurice.yakibonge@labour-travail.gc.ca](mailto:maurice.yakibonge@labour-travail.gc.ca)]

**Sent:** October-17-17 2:27 PM

**To:** Nguyen, TrongKhoi <[TrongKhoi.Nguyen@tetrattech.com](mailto:TrongKhoi.Nguyen@tetrattech.com)>

**Cc :** Bertrand, Alexandra <[Alexandra.Bertrand@tetrattech.com](mailto:Alexandra.Bertrand@tetrattech.com)>

**Subject :** RE: Tetra tech 10000513: initial assessment of compliance under the FCP

Hi Mr. Nguyen,

Further to our telephone conversation, I would like to confirm that we have agreed that you will submit the revised targets by Friday, October 27, 2017.

Thank you for your co-operation.

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](mailto: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](mailto:Maurice.Yakibonge@labour-travail.gc.ca) / Tel.: 819-654-6099

---

**From:** Yakibonge, Maurice [NC]

**Sent:** October-13-17 1:16 PM

**To:** 'Nguyen, TrongKhoi'

**Cc:** 'Bertrand, Alexandra'

**Subject:** RE: Tetra tech 10000513: initial assessment of compliance under the FCP

Hi Mr. Nguyen,

I have begun the analysis of your file and I will need to discuss with you the summary of objectives that you have submitted. When are you available for a phone call?

Thank you,

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](mailto:Maurice.Yakibonge@labour-travail.gc.ca) / Tel.: 819-654-6099

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[Maurice.Yakibonge@labour-travail.gc.ca](mailto:Maurice.Yakibonge@labour-travail.gc.ca) / Tel.: 819-654-6099

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**From:** Yakibonge, Maurice [NC] **On Behalf Of** EE-EME

**Sent:** October-10-17 7:48 AM

**To:** 'Nguyen, TrongKhoi'; EE-EME

**Cc:** Bertrand, Alexandra

**Subject:** RE: Tetra tech 10000513: initial assessment of compliance under the FCP

Hi Mr. Nguyen,

This is to confirm receipt of the documentation required for the first compliance assessment for Tetra Tech IQ Inc. We will analyze the documentation received in the coming weeks.

Thank you for your co-operation.

Regards,

Maurice Yakibonge  
Direction de l'équité en milieu de travail, Programme du travail  
Emploi et Développement social Canada / Gouvernement du Canada

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

---

**From:** Nguyen, TrongKhai [<mailto:TrongKhai.Nguyen@tetrattech.com>]  
**Sent:** October-06-17 4:17 PM  
**To:** Yakibonge, Maurice [NC]; EE-EME  
**Cc:** Bertrand, Alexandra  
**Subject:** Tetra tech 10000513: initial assessment of compliance under the FCP  
**Importance:** High

Hi Mr. Yakibonge,

Here is the information and reports you need:

---

**Step 7: Submit the information required for the first compliance assessment**

1. The self-identification questionnaire used to conduct the employment survey (see enclosed):  
[https://fr.surveymonkey.com/r/equite\\_en\\_emploi](https://fr.surveymonkey.com/r/equite_en_emploi)
2. Results of the Workforce Survey, including:
  - o number of employees surveyed; 619 employees (permanent full-time and part-time employees)
  - o total number of self-identification questionnaires returned (fully and partially completed and not completed); 498 employees
  - o number of self-identification questionnaires returned that were duly completed. 494 employees
3. Results of the Workforce Survey (summary report and detailed report); (see enclosed)
4. Short- and long-term numerical goals to reduce any representation gaps identified in the workforce analysis. Note: Complete document FP-Gbt-WEDFCPSommaireObjectifsFR-20151006 and attach the goal-setting tool files FP-Gbt-WEDFCPOutilEtablissementObjectifsFR-20151005. (see enclosed).

---

I hope that this complies with your request.

As we discussed on the phone this afternoon, we may send you some updates/adjustments of some elements if we consider it necessary early next week.

Please contact us if you have any questions or comments.

Thank you and have a nice day!

**Trong Khai Nguyen , CRHA / CHRP** | Ressources humaines

Ligne directe +1 (514) 257-0707 poste 3530 | Bureau +1 (514) 257-0707 | [TrongKhai.Nguyen@tetrattech.com](mailto:TrongKhai.Nguyen@tetrattech.com)

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**From:** Yakibonge, Maurice [NC]  
**Sent:** September-26-17 9:53 AM  
**To:** 'Nguyen, TrongKhai'; EE-EME

**Cc:** Bertrand, Alexandra

**Subject:** RE: Tetra tech 10000513: initial assessment of compliance under the FCP - Extension request

Hi Mr. Nguyen,

The data you entered in the system seems to be correct. I am able to see the information, but I will do the analysis when you submit your first assessment. You have completed the most difficult part of the work.

In answer to your second question, please note that the information you have [here](#) is online. I have still included the documents you need with the explanation below.

Steps 5 and 6: Set your objectives and the Summary of Objectives: For the first compliance assessment, you must set reasonable short-term and long-term numerical goals by completing the Summary of Objectives (FP-Gbt-WEDFCPSommaireObjectifsFR-20151006). The instructions are in the Quick Reference Guide for Contractors (FP-GD-WEDFCPContractorsQuickReferenceEN-20181009-FINAL). The goal-setting tool that will help you complete the Summary of Objectives is included (FP-Gbt-WEDFCPOutilEtablissementObjectifsFR-20151005).

Step 7: Submit the information from the first compliance assessment. You must send the information below to the following address: [ee-eme@hrsdc-rhdcc.gc.ca](mailto:ee-eme@hrsdc-rhdcc.gc.ca).

1. The self-identification questionnaire used to conduct the Workforce Survey.
2. Workforce survey results, including:
  - the number of employees who were surveyed;
  - the total number of self-identification questionnaires which have been returned (fully and partially completed and not completed);
  - the number of self-identification questionnaires returned that were duly completed.
3. The results of the Workforce Analysis (summary report and detailed report).  
Note: Go to the WEIMS in the Analysis Tools section to obtain the reports.
4. Short- and long-term numerical goals to reduce any representation gaps identified in the workforce analysis.  
Note: Complete document FP-Gbt-WEDFCPSommaireObjectifsFR-20151006 and attach goal-setting tool FP-Gbt-WEDFCPOutilEtablissementObjectifsFR-20151005.

If you have any further questions, please don't hesitate to call me. If I don't answer, please leave me a message, and I will return your call.

Yours truly,

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](mailto:Maurice.Yakibonge@labour-travail.gc.ca) / Tel.: 819-654-6099

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Employment and Social Development Canada / Government of Canada

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