



Labour Program / Federal Contractors Program

OFFICIAL USE ONLY Agreement N°:

Agreement to Implement Employment Equity

(All sections must be completed)

- [X] New Agreement [] Revised Agreement

ORGANIZATION section containing fields for Legal Name, Parent company location, Operating Name, Business Number, NAICS Code, and Federal/Provincially Regulated status.

HEAD OFFICE section containing fields for Address, City, Province, Postal Code, and Telephone Number.

EMPLOYMENT EQUITY CONTACT section containing fields for Name, Title, Telephone Number, E-mail Address, and Preferred Language of Correspondence.

CERTIFICATION section containing text regarding workforce size, contract value, and commitment to employment equity.

SIGNATORY section containing fields for Name, Title, and Preferred Language, along with a detailed note about the agreement's legal implications.

RETURN INSTRUCTIONS section containing an important note about sending the signed agreement to the Labour Program.



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 - Ultra Electronics Forensic Technology Inc.

Workforce Analysis - Detailed Report

Date: 2017-11-27

Women

Employment Equity Occupational Group	Internal Location	All Employees #	Representation		Women Availability		Gap #	Recruitment Area
			#	%	%	#		
01 : Senior Managers	National	4	1	25.0 %	27.4 %	1	0	National
02 : Middle and Other Managers	National	38	9	23.7 %	38.9 %	15	-6	National
03 : Professionals		54	5	9.3 %	24.9 %	13	-8	
1112 : Financial and investment analysts	National	1	0	0.0 %	50.1 %	1	-1	National
1123 : Professional occupations in advertising, marketing and public relations	National	1	1	100.0 %	66.4 %	1	0	National
2111 : Physicists and astronomers	National	5	1	20.0 %	16.0 %	1	0	National
2115 : Other professional occupations in physical sciences	National	1	0	0.0 %	16.8 %	0	0	National
2132 : Mechanical engineers	National	2	0	0.0 %	9.0 %	0	0	National
2147 : Computer engineers (except software engineers and designers)	National	1	0	0.0 %	12.6 %	0	0	National
2171 : Information systems analysts and consultants	National	3	0	0.0 %	28.3 %	1	-1	National
2172 : Database analysts and data administrators	National	7	0	0.0 %	35.2 %	2	-2	National
2173 : Software engineers and designers	National	23	1	4.3 %	17.4 %	4	-3	National
2174 : Computer programmers and interactive media developers	National	5	0	0.0 %	17.9 %	1	-1	National
4021 : College and other vocational instructors	National	3	0	0.0 %	53.8 %	2	-2	National
5121 : Authors and writers	National	1	1	100.0 %	54.9 %	1	0	National
5122 : Editors	National	1	1	100.0 %	62.7 %	1	0	National
04 : Semi-Professionals and Technicians		35	8	22.9 %	19.7 %	7	1	
2241 : Electrical and electronics engineering technologists and technicians	Québec	5	0	0.0 %	9.1 %	0	0	Québec
2242 : Electronic service technicians (household and business equipment)	Québec	2	0	0.0 %	7.5 %	0	0	Québec
2281 : Computer network technicians	Québec	20	3	15.0 %	18.5 %	4	-1	Québec
2283 : Information systems testing technicians	Québec	8	5	62.5 %	32.5 %	3	2	Québec
05 : Supervisors		6	2	33.3 %	50.8 %	3	-1	
Employment Equity Occupational Group	Montréal	6	2	33.3 %	50.8 %	3	-1	Montréal
07 : Administrative and Senior Clerical Personnel		5	5	100.0 %	80.8 %	4	1	



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Women

Employment Equity Occupational Group	Internal Location	All Employees #	Representation		Women Availability		Gap #	Recruitment Area
			#	%	%	#		
Employment Equity Occupational Group	Montréal	5	5	100.0 %	80.8 %	4	1	Montréal
08 : Skilled Sales and Service Personnel		7	5	71.4 %	36.7 %	3	2	
6221 : Technical sales specialists - wholesale trade	Québec	4	2	50.0 %	29.1 %	1	1	Québec
6222 : Retail and wholesale buyers	Québec	3	3	100.0 %	46.8 %	1	2	Québec
10 : Clerical Personnel		2	2	100.0 %	62.5 %	1	1	
Employment Equity Occupational Group	Montréal	2	2	100.0 %	62.5 %	1	1	Montréal
11 : Intermediate Sales and Service Personnel		1	0	0.0 %	61.8 %	1	-1	
Employment Equity Occupational Group	Montréal	1	0	0.0 %	61.8 %	1	-1	Montréal
12 : Semi-Skilled Manual Workers		4	0	0.0 %	18.4 %	1	-1	
Employment Equity Occupational Group	Montréal	4	0	0.0 %	18.4 %	1	-1	Montréal
Total		156	37	23.7 %	31.1 %	49	-12	

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 - Ultra Electronics Forensic Technology Inc.

Workforce Analysis - Detailed Report

Date: 2017-11-27

Aboriginal Peoples

Employment Equity Occupational Group	Internal Location	All Employees #	Aboriginal Peoples					Recruitment Area
			Representation		Availability		Gap #	
			#	%	%	#		
01 : Senior Managers	National	4	0	0.0 %	2.9 %	0	0	National
02 : Middle and Other Managers	National	38	0	0.0 %	2.2 %	1	-1	National
03 : Professionals		54	0	0.0 %	0.9 %	0	0	
1112 : Financial and investment analysts	National	1	0	0.0 %	0.9 %	0	0	National
1123 : Professional occupations in advertising, marketing and public relations	National	1	0	0.0 %	2.1 %	0	0	National
2111 : Physicists and astronomers	National	5	0	0.0 %	0.0 %	0	0	National
2115 : Other professional occupations in physical sciences	National	1	0	0.0 %	0.7 %	0	0	National
2132 : Mechanical engineers	National	2	0	0.0 %	0.7 %	0	0	National
2147 : Computer engineers (except software engineers and designers)	National	1	0	0.0 %	0.9 %	0	0	National
2171 : Information systems analysts and consultants	National	3	0	0.0 %	1.1 %	0	0	National
2172 : Database analysts and data administrators	National	7	0	0.0 %	1.3 %	0	0	National
2173 : Software engineers and designers	National	23	0	0.0 %	0.6 %	0	0	National
2174 : Computer programmers and interactive media developers	National	5	0	0.0 %	1.0 %	0	0	National
4021 : College and other vocational instructors	National	3	0	0.0 %	2.4 %	0	0	National
5121 : Authors and writers	National	1	0	0.0 %	1.9 %	0	0	National
5122 : Editors	National	1	0	0.0 %	1.6 %	0	0	National
04 : Semi-Professionals and Technicians		35	1	2.9 %	0.8 %	0	1	
2241 : Electrical and electronics engineering technologists and technicians	Québec	5	0	0.0 %	0.8 %	0	0	Québec
2242 : Electronic service technicians (household and business equipment)	Québec	2	0	0.0 %	1.0 %	0	0	Québec
2281 : Computer network technicians	Québec	20	1	5.0 %	1.1 %	0	1	Québec
2283 : Information systems testing technicians	Québec	8	0	0.0 %	0.0 %	0	0	Québec
05 : Supervisors		6	0	0.0 %	0.8 %	0	0	
Employment Equity Occupational Group	Montréal	6	0	0.0 %	0.8 %	0	0	Montréal
07 : Administrative and Senior Clerical Personnel		5	0	0.0 %	0.7 %	0	0	



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Date: 2017-11-27

Aboriginal Peoples

Employment Equity Occupational Group	Internal Location	All Employees #	Aboriginal Peoples Representation		Aboriginal Peoples Availability		Gap #	Recruitment Area
			#	%	%	#		
Employment Equity Occupational Group	Montréal	5	0	0.0 %	0.7 %	0	0	Montréal
08 : Skilled Sales and Service Personnel		7	0	0.0 %	0.9 %	0	0	
6221 : Technical sales specialists - wholesale trade	Québec	4	0	0.0 %	1.0 %	0	0	Québec
6222 : Retail and wholesale buyers	Québec	3	0	0.0 %	0.8 %	0	0	Québec
10 : Clerical Personnel		2	0	0.0 %	0.8 %	0	0	
Employment Equity Occupational Group	Montréal	2	0	0.0 %	0.8 %	0	0	Montréal
11 : Intermediate Sales and Service Personnel		1	0	0.0 %	0.9 %	0	0	
Employment Equity Occupational Group	Montréal	1	0	0.0 %	0.9 %	0	0	Montréal
12 : Semi-Skilled Manual Workers		4	0	0.0 %	0.9 %	0	0	
Employment Equity Occupational Group	Montréal	4	0	0.0 %	0.9 %	0	0	Montréal
Total		156	1	0.7 %	1.2 %	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 - Ultra Electronics Forensic Technology Inc.

Workforce Analysis - Detailed Report

Date: 2017-11-27

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	4	0	0.0 %	10.1 %	0	0	National
02 : Middle and Other Managers	National	38	4	10.5 %	15.0 %	6	-2	National
03 : Professionals		54	6	11.1 %	32.5 %	18	-12	
1112 : Financial and investment analysts	National	1	0	0.0 %	35.4 %	0	0	National
1123 : Professional occupations in advertising, marketing and public relations	National	1	0	0.0 %	16.9 %	0	0	National
2111 : Physicists and astronomers	National	5	0	0.0 %	22.9 %	1	-1	National
2115 : Other professional occupations in physical sciences	National	1	0	0.0 %	19.3 %	0	0	National
2132 : Mechanical engineers	National	2	0	0.0 %	28.6 %	1	-1	National
2147 : Computer engineers (except software engineers and designers)	National	1	0	0.0 %	38.2 %	0	0	National
2171 : Information systems analysts and consultants	National	3	1	33.3 %	31.4 %	1	0	National
2172 : Database analysts and data administrators	National	7	1	14.3 %	32.3 %	2	-1	National
2173 : Software engineers and designers	National	23	1	4.3 %	40.5 %	9	-8	National
2174 : Computer programmers and interactive media developers	National	5	2	40.0 %	31.5 %	2	0	National
4021 : College and other vocational instructors	National	3	1	33.3 %	13.4 %	0	1	National
5121 : Authors and writers	National	1	0	0.0 %	10.7 %	0	0	National
5122 : Editors	National	1	0	0.0 %	13.2 %	0	0	National
04 : Semi-Professionals and Technicians		35	6	17.1 %	14.2 %	5	1	
2241 : Electrical and electronics engineering technologists and technicians	Québec	5	0	0.0 %	9.5 %	0	0	Québec
2242 : Electronic service technicians (household and business equipment)	Québec	2	0	0.0 %	12.9 %	0	0	Québec
2281 : Computer network technicians	Québec	20	5	25.0 %	13.1 %	3	2	Québec
2283 : Information systems testing technicians	Québec	8	1	12.5 %	20.0 %	2	-1	Québec
05 : Supervisors		6	2	33.3 %	16.7 %	1	1	
Employment Equity Occupational Group	Montréal	6	2	33.3 %	16.7 %	1	1	Montréal
07 : Administrative and Senior Clerical Personnel		5	0	0.0 %	12.2 %	1	-1	



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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	Montréal	5	0	0.0 %	12.2 %	1	-1	Montréal
08 : Skilled Sales and Service Personnel		7	0	0.0 %	9.1 %	1	-1	
6221 : Technical sales specialists - wholesale trade	Québec	4	0	0.0 %	8.5 %	0	0	Québec
6222 : Retail and wholesale buyers	Québec	3	0	0.0 %	9.9 %	0	0	Québec
10 : Clerical Personnel		2	1	50.0 %	17.4 %	0	1	
Employment Equity Occupational Group	Montréal	2	1	50.0 %	17.4 %	0	1	Montréal
11 : Intermediate Sales and Service Personnel		1	0	0.0 %	22.2 %	0	0	
Employment Equity Occupational Group	Montréal	1	0	0.0 %	22.2 %	0	0	Montréal
12 : Semi-Skilled Manual Workers		4	1	25.0 %	22.7 %	1	0	
Employment Equity Occupational Group	Montréal	4	1	25.0 %	22.7 %	1	0	Montréal
Total		156	20	12.8 %	20.7 %	33	-13	

Total may not equal sum of components due to rounding.

Sources: 2011 National Household Survey and employer's internal data

Workforce Analysis - Detailed Report

Date: 2017-11-27

Persons with Disabilities

Employment Equity Occupational Group	Internal Location	All Employees #	Persons with Disabilities		Availability %	Gap #	Recruitment Area	
			Representation #	Representation %				
01/02 : Managers	National	42	2	4.8 %	4.3 %	2	0	National
03 : Professionals	National	54	0	0.0 %	3.8 %	2	-2	National
04 : Semi-Professionals and Technicians	National	35	1	2.9 %	4.6 %	2	-1	National
05 : Supervisors	National	6	0	0.0 %	13.9 %	1	-1	National
07 : Administrative and Senior Clerical Personnel	National	5	0	0.0 %	3.4 %	0	0	National
08 : Skilled Sales and Service Personnel	National	7	0	0.0 %	3.5 %	0	0	National
10 : Clerical Personnel	National	2	0	0.0 %	7.0 %	0	0	National
11 : Intermediate Sales and Service Personnel	National	1	0	0.0 %	5.6 %	0	0	National
12 : Semi-Skilled Manual Workers	National	4	0	0.0 %	4.8 %	0	0	National
Total		156	3	1.9 %	4.6 %	7	-4	

Total may not equal sum of components due to rounding.

Sources: 2012 Canadian Survey on Disability and employer's internal data



Workforce Analysis - Detailed Report

Date: 2017-11-27

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
05 : Supervisors	EEOG	CMA
07 : Administrative and Senior Clerical Personnel	EEOG	CMA
08 : Skilled Sales and Service Personnel	NOC	Provincial
10 : Clerical Personnel	EEOG	CMA
11 : Intermediate Sales and Service Personnel	EEOG	CMA
12 : Semi-Skilled Manual Workers	EEOG	CMA



Workforce Analysis - Detailed Report

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WFA Defaults - Persons with Disabilities

Employment Equity Occupational Group	Perform Analysis By	Recruitment Area
01/02 : Managers	EEOG	National
03 : Professionals	EEOG	National
04 : Semi-Professionals and Technicians	EEOG	National
05 : Supervisors	EEOG	National
07 : Administrative and Senior Clerical Personnel	EEOG	National
08 : Skilled Sales and Service Personnel	EEOG	National
10 : Clerical Personnel	EEOG	National
11 : Intermediate Sales and Service Personnel	EEOG	National
12 : Semi-Skilled Manual Workers	EEOG	National



Workforce Analysis - Summary Report

Date: 2017-11-27

Women

Employment Equity Occupational Group	All Employees #	Representation		Women Availability		Gap #
		#	%	%	#	
01 : Senior Managers	4	1	25.0 %	27.4 %	1	0
02 : Middle and Other Managers	38	9	23.7 %	38.9 %	15	-6
03 : Professionals	54	5	9.3 %	24.9 %	13	-8
04 : Semi-Professionals and Technicians	35	8	22.9 %	19.7 %	7	1
05 : Supervisors	6	2	33.3 %	50.8 %	3	-1
07 : Administrative and Senior Clerical Personnel	5	5	100.0 %	80.8 %	4	1
08 : Skilled Sales and Service Personnel	7	5	71.4 %	36.7 %	3	2
10 : Clerical Personnel	2	2	100.0 %	62.5 %	1	1
11 : Intermediate Sales and Service Personnel	1	0	0.0 %	61.8 %	1	-1
12 : Semi-Skilled Manual Workers	4	0	0.0 %	18.4 %	1	-1
Total	156	37	23.7 %	31.1 %	49	-12

Total may not equal sum of components due to rounding.



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Aboriginal Peoples

Employment Equity Occupational Group	All Employees #	Aboriginal Peoples				Gap #
		Representation		Availability		
		#	%	%	#	
01 : Senior Managers	4	0	0.0 %	2.9 %	0	0
02 : Middle and Other Managers	38	0	0.0 %	2.2 %	1	-1
03 : Professionals	54	0	0.0 %	0.9 %	0	0
04 : Semi-Professionals and Technicians	35	1	2.9 %	0.8 %	0	1
05 : Supervisors	6	0	0.0 %	0.8 %	0	0
07 : Administrative and Senior Clerical Personnel	5	0	0.0 %	0.7 %	0	0
08 : Skilled Sales and Service Personnel	7	0	0.0 %	0.9 %	0	0
10 : Clerical Personnel	2	0	0.0 %	0.8 %	0	0
11 : Intermediate Sales and Service Personnel	1	0	0.0 %	0.9 %	0	0
12 : Semi-Skilled Manual Workers	4	0	0.0 %	0.9 %	0	0
Total	156	1	0.7 %	1.2 %	1	0

Total may not equal sum of components due to rounding.



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Date: 2017-11-27

Members of Visible Minorities

Employment Equity Occupational Group	Members of Visible Minorities					
	All Employees	Representation		Availability		Gap
		#	#	%	%	
01 : Senior Managers	4	0	0.0 %	10.1 %	0	0
02 : Middle and Other Managers	38	4	10.5 %	15.0 %	6	-2
03 : Professionals	54	6	11.1 %	32.5 %	18	-12
04 : Semi-Professionals and Technicians	35	6	17.1 %	14.2 %	5	1
05 : Supervisors	6	2	33.3 %	16.7 %	1	1
07 : Administrative and Senior Clerical Personnel	5	0	0.0 %	12.2 %	1	-1
08 : Skilled Sales and Service Personnel	7	0	0.0 %	9.1 %	1	-1
10 : Clerical Personnel	2	1	50.0 %	17.4 %	0	1
11 : Intermediate Sales and Service Personnel	1	0	0.0 %	22.2 %	0	0
12 : Semi-Skilled Manual Workers	4	1	25.0 %	22.7 %	1	0
Total	156	20	12.8 %	20.7 %	33	-13

Total may not equal sum of components due to rounding.



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Persons with Disabilities

Employment Equity Occupational Group	All Employees #	Persons with Disabilities				Gap #
		Representation		Availability		
		#	%	%	#	
01/02 : Managers	42	2	4.8 %	4.3 %	2	0
03 : Professionals	54	0	0.0 %	3.8 %	2	-2
04 : Semi-Professionals and Technicians	35	1	2.9 %	4.6 %	2	-1
05 : Supervisors	6	0	0.0 %	13.9 %	1	-1
07 : Administrative and Senior Clerical Personnel	5	0	0.0 %	3.4 %	0	0
08 : Skilled Sales and Service Personnel	7	0	0.0 %	3.5 %	0	0
10 : Clerical Personnel	2	0	0.0 %	7.0 %	0	0
11 : Intermediate Sales and Service Personnel	1	0	0.0 %	5.6 %	0	0
12 : Semi-Skilled Manual Workers	4	0	0.0 %	4.8 %	0	0
Total	156	3	1.9 %	4.6 %	7	-4

Total may not equal sum of components due to rounding.



Workforce Analysis - Summary Report

Date: 2017-11-27

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
05 : Supervisors	EEOG	CMA
07 : Administrative and Senior Clerical Personnel	EEOG	CMA
08 : Skilled Sales and Service Personnel	NOC	Provincial
10 : Clerical Personnel	EEOG	CMA
11 : Intermediate Sales and Service Personnel	EEOG	CMA
12 : Semi-Skilled Manual Workers	EEOG	CMA



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Date: 2017-11-27

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
05 : Supervisors	EEOG	National
07 : Administrative and Senior Clerical Personnel	EEOG	National
08 : Skilled Sales and Service Personnel	EEOG	National
10 : Clerical Personnel	EEOG	National
11 : Intermediate Sales and Service Personnel	EEOG	National
12 : Semi-Skilled Manual Workers	EEOG	National

Short-term Goal Setting Tool
Ultra Electronics - Forensics Technology
November 6th, 2017

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

Employment Equity Occupational Group (EEOG)	All Employees YYYY/MM/DD	Growth (New Positions)		Turnover (Replacement of Terminated Employees)		Anticipated Hires Over 3 Years	WOMEN										
		Annually	Over 3 Years	Annually	Over 3 Years		Number	Turnover (Replacement of Terminated Employees)		Hires Required	3 Year Goals YYYY-YYYY		Present Availability	Present Gap	Projected Gap	Present Representation	Projected Representation in 3 Years
								Annually	Over 3 Years		#	%					
		#	%	#	%		#	%	%	#	%	#	%	#	%	%	#
Senior Managers			0		0	0	1	0.0%	0	0	0	0	0	0	1	#DIV/0!	#DIV/0!
Middle & Other Managers	38	0.0%	0	2.0%	2	2	9	2.0%	1	7	1	38.9%	38.9%	-6	-6	23.7%	23.7%
Professionals	54	0.0%	0	2.0%	3	3	5	2.0%	0	8	1	24.9%	24.9%	-8	-7	9.3%	11.1%
Semi-Professionals & Technicians			0		0	0		0.0%	0	0	0			0	0	#DIV/0!	#DIV/0!
Supervisors	6	0.0%	0	2.0%	0	0	2	2.0%	0	1	0	50.8%	50.8%	-1	-1	33.3%	33.3%
Supervisors: Crafts & Trades			0		0	0		0.0%	0	0	0			0	0	#DIV/0!	#DIV/0!
Administrative & Senior Clerical Personnel			0		0	0		0.0%	0	0	0			0	0	#DIV/0!	#DIV/0!
Skilled Sales & Service Personnel			0		0	0		0.0%	0	0	0			0	0	#DIV/0!	#DIV/0!
Skilled Crafts & Trades Workers			0		0	0		0.0%	0	0	0			0	0	#DIV/0!	#DIV/0!
Clerical Personnel			0		0	0		0.0%	0	0	0			0	0	#DIV/0!	#DIV/0!
Intermediate Sales & Service Personnel	1	0.0%	0	2.0%	0	0	0	2.0%	0	1	0	61.8%	61.8%	-1	-1	0.0%	0.0%
Semi-Skilled Manual Workers	4	0.0%	0	2.0%	0	0	0	2.0%	0	1	0	18.4%	18.4%	-1	-1	0.0%	0.0%
Other Sales & Service Personnel			0		0	0		0.0%	0	0	0			0	0	#DIV/0!	#DIV/0!
Other Manual Workers			0		0	0		0.0%	0	0	0			0	0	#DIV/0!	#DIV/0!

Short-term Goal Setting Tool

YYYY/MM/DD

November 6th, 2017

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

Employment Equity Occupational Group (EEOG)	All Employees YYYY/MM/DD #	Growth (New Positions)		Turnover (Replacement of Terminated Employees)		Anticipated Hires Over 3 Years #	ABORIGINAL PEOPLES											
		Annually %	Over 3 Years #	Annually %	Over 3 Years #		Number #	Turnover (Replacement of Terminated Employees)		Hires Required #	3 Year Goals YYYY-YYYY		Present Availability %	Present Gap #	Projected Gap #	Present Representation %	Projected Representation in 3 Years %	
								Annually %	Over 3 Years #		#	%						
		#	%	#	%		#	%	#	%	%	#	#	%	%			
Senior Managers			0		0	0		0.0%	0	0	0						#DIV/0!	#DIV/0!
Middle & Other Managers	38	0.0%	0	2.0%	2	2	0	2.0%	0	1	0	2.2%	2.2%	-1	-1		0.0%	0.0%
Professionals			0		0	0		0.0%	0	0	0						#DIV/0!	#DIV/0!
Semi-Professionals & Technicians			0		0	0		0.0%	0	0	0						#DIV/0!	#DIV/0!
Supervisors			0		0	0		0.0%	0	0	0						#DIV/0!	#DIV/0!
Supervisors: Crafts & Trades			0		0	0		0.0%	0	0	0						#DIV/0!	#DIV/0!
Administrative & Senior Clerical Personnel			0		0	0		0.0%	0	0	0						#DIV/0!	#DIV/0!
Skilled Sales & Service Personnel			0		0	0		0.0%	0	0	0						#DIV/0!	#DIV/0!
Skilled Crafts & Trades Workers			0		0	0		0.0%	0	0	0						#DIV/0!	#DIV/0!
Clerical Personnel			0		0	0		0.0%	0	0	0						#DIV/0!	#DIV/0!
Intermediate Sales & Service Personnel			0		0	0		0.0%	0	0	0						#DIV/0!	#DIV/0!
Semi-Skilled Manual Workers			0		0	0		0.0%	0	0	0						#DIV/0!	#DIV/0!
Other Sales & Service Personnel			0		0	0		0.0%	0	0	0						#DIV/0!	#DIV/0!
Other Manual Workers			0		0	0		0.0%	0	0	0						#DIV/0!	#DIV/0!

Short-term Goal Setting Tool
Ultra Electronics - Forensics Technology
November 6th, 2017

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

Employment Equity Occupational Group (EEOG)	All Employees YYYY/MM/DD #	Growth (New Positions)		Turnover (Replacement of Terminated Employees)		Anticipated Hires Over 3 Years #	PERSONS WITH DISABILITIES											
		Annually %	Over 3 Years #	Annually %	Over 3 Years #		Number #	Turnover (Replacement of Terminated Employees)		Hires Required #	3 Year Goals YYYY-YYYY		Present Availability %	Present Gap #	Projected Gap #	Present Representation %	Projected Representation in 3 Years %	
								Annually %	Over 3 Years #		#	%						
		#	%	#	%		#	%	%	%	#	#	%	%				
Senior Managers			0		0	0		0.0%	0	0	0					0	#DIV/0!	#DIV/0!
Middle & Other Managers			0		0	0		0.0%	0	0	0					0	#DIV/0!	#DIV/0!
Professionals	54	0.0%	0	2.0%	3	3	0	2.0%	0	2	0	3.8%	3.8%	-2	-2	0.0%	0.0%	
Semi-Professionals & Technicians	35	0.0%	0	2.0%	2	2	1	2.0%	0	1	0	4.6%	4.6%	-1	-1	2.9%	2.9%	
Supervisors	6	0.0%	0	2.0%	0	0	0	2.0%	0	1	0	13.9%	13.9%	-1	-1	0.0%	0.0%	
Supervisors: Crafts & Trades			0		0	0		0.0%	0	0	0					0	#DIV/0!	#DIV/0!
Administrative & Senior Clerical Personnel			0		0	0		0.0%	0	0	0					0	#DIV/0!	#DIV/0!
Skilled Sales & Service Personnel			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	#DIV/0!	#DIV/0!
Clerical Personnel			0		0	0		0.0%	0	0	0					0	#DIV/0!	#DIV/0!
Intermediate Sales & Service Personnel			0		0	0		0.0%	0	0	0					0	#DIV/0!	#DIV/0!
Semi-Skilled Manual Workers			0		0	0		0.0%	0	0	0					0	#DIV/0!	#DIV/0!
Other Sales & Service Personnel			0		0	0		0.0%	0	0	0					0	#DIV/0!	#DIV/0!
Other Manual Workers			0		0	0		0.0%	0	0	0					0	#DIV/0!	#DIV/0!

Short-term Goal Setting Tool
Ultra Electronics - Forensics Technology
November 6th, 2017

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

Employment Equity Occupational Group (EEOG)	All Employees YYYY/MM/DD #	Growth (New Positions)		Turnover (Replacement of Terminated Employees)		Anticipated Hires Over 3 Years #	MEMBERS OF VISIBLE MINORITIES												
		Annually %	Over 3 Years #	Annually %	Over 3 Years #		Number #	Turnover (Replacement of Terminated Employees)		Hires Required #	3 Year Goals YYYY-YYYY		Present Availability %	Present Gap #	Projected Gap #	Present Representation %	Projected Representation in 3 Years %		
								Annually %	Over 3 Years #		#	%							
Senior Managers			0		0	0		0.0%	0	0	0						0	#DIV/0!	#DIV/0!
Middle & Other Managers	37	0.0%	0	2.0%	2	2	4	2.0%	0	2	0	15.0%	15.0%	-2	-2		0	10.8%	10.8%
Professionals	54	0.0%	0	2.0%	3	3	6	2.0%	0	12	1	18.0%	18.0%	-12	-3		0	11.1%	13.0%
Semi-Professionals & Technicians			0		0	0		0.0%	0	0	0						0	#DIV/0!	#DIV/0!
Supervisors			0		0	0		0.0%	0	0	0						0	#DIV/0!	#DIV/0!
Supervisors: Crafts & Trades			0		0	0		0.0%	0	0	0						0	#DIV/0!	#DIV/0!
Administrative & Senior Clerical Personnel	5	0.0%	0	2.0%	0	0	0	2.0%	0	1	0	12.2%	12.2%	-1	-1		0	0.0%	0.0%
Skilled Sales & Service Personnel	7	0.0%	0	2.0%	0	0	0	2.0%	0	1	0	9.1%	9.1%	-1	-1		0	0.0%	0.0%
Skilled Crafts & Trades Workers			0		0	0		0.0%	0	0	0						0	#DIV/0!	#DIV/0!
Clerical Personnel			0		0	0		0.0%	0	0	0						0	#DIV/0!	#DIV/0!
Intermediate Sales & Service Personnel			0		0	0		0.0%	0	0	0						0	#DIV/0!	#DIV/0!
Semi-Skilled Manual Workers			0		0	0		0.0%	0	0	0						0	#DIV/0!	#DIV/0!
Other Sales & Service Personnel			0		0	0		0.0%	0	0	0						0	#DIV/0!	#DIV/0!
Other Manual Workers			0		0	0		0.0%	0	0	0						0	#DIV/0!	#DIV/0!

Summary of Goals
Ultra Electronics Forensics Technology
11/27/2017

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 %	
	Middle and other managers	-6	38.9%	38.9%	Short term represents the gap we aspire to and long-term goals represents the targeted representation.
	Professionals	-8	24.9%	24.9%	
	Supervisors	-1	50.8%	50.8%	
	Intermediate Sales & Service Personnel	-1	61.8%	61.8%	
	Semi-Skilled Manual Workers	-1	18.4%	18.4%	

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 %	
	Middle & Other Managers	-1	2.2%	2.2%	

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 %	
	Professionals	-2	3.8%	3.8%	
	Semi-Professionals & Technicians	-1	4.6%	4.6%	
	Supervisors	-1	13.9%	13.9%	

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 %	
	Middle & Other Managers	-2	15%	15%	
	Professionals	-12	18%	18%	
	Administrative & Senior Clerical	-1	12.2%	12.2%	

Personnel				
Skilled Sales & Service Personnel	-1	9.1%	9.1%	



Employee Self-Identification Questionnaire

NOTE: Confidential once completed and submitted. This form can also be offered in other formats.

As part of our employment equity program, we are collecting information about our workforce through this questionnaire. Identifying as a member of a designated group (women, Aboriginal peoples, persons with disabilities and visible minorities) in Sections B to E will help create an accurate picture of our workforce. We assure you that our workplace is a safe environment in which to self-identify. According to the guiding principles of Workplace Equity Division, you can ask for the accommodation you need in order to fulfil your work-related duties to the best of your ability.

At any time you are allowed to review and correct any of your information, and we guarantee the information you provide will never be used in an inappropriate and unauthorized context. While this self-identification process is voluntary, we are counting on your cooperation, as the success of employment equity is largely dependent on your participation. It is essential, regardless of whether or not this questionnaire is completed, that it be returned to us.

Please note that you can identify yourself as a member of more than one designated group. Thank you for your collaboration.

A. Last Name: _____ **First Name:** _____

Do you identify as Female? Yes No

B. Persons who are disabled are those who have a permanent or recurring deficiencies in their physical capabilities, mental, sensory, psychiatric, or learning impairment (for example: Coordination or Dexterity, Mobility, Blind or Visually Impaired, Speech, Deaf or Hard of Hearing, Other Disabilities) and who consider themselves to be disadvantaged in employment by reason of impairment, or who believe an employer, or potential employer, will consider them disadvantaged in employment by reason of impairment. This also includes those whose working environments have been made to accommodate their impairment.

Are you a person with a disability? Yes No

C. An Aboriginal Person is a North American Indian or a member of the First Nations, is Métis, or Inuit. North American Indians or members of First Nations include status, treaty, or registered Indians as well as non-status and non-registered Indians.

Are you an Aboriginal Person? Yes No

D. Members of visible minorities are those people other than Aboriginal People, who are of non-Caucasian race or non-white in colour, regardless of their birthplace. For example but not limited to: Black persons, Non-white Latin American, East Asian, South Asian/East Indian, Southeast Asian, Non-white West Asian, North African or Arab, Persons of Mixed Origin (e.g., with one parent in one of the visible minority groups listed above).

Are you a person of a visible minority? Yes No

E. Do you authorize the use of this information for human resource management?
Yes No

Signature : _____ **Date :** _____

Federal Contractors Program Report of the First Compliance Assessment

Employer Name: Ultra Electronics Forensic Technology Inc.

Primary Location: Québec (QC)

Number of Employees: 156

Organization Overview:

The company offers products and services in forensic ballistics and firearms identification technologies.

Key Dates – First Year Assessment

Initiated: 2018-01-16
Received: 2018-01-16
WFA: 2017-11-27

COLLECTION OF WORKFORCE INFORMATION

	#	%
Number of Surveys Handed Out:	156	100
Number of Surveys Returned:	110	71
Number of Completed Surveys Returned:	110	71

- The questionnaire includes appropriate definitions.
- The questionnaire or accompanying documentation indicates that an employee may self-identify as being a member of more than one group.
- The questionnaire has an employee identifier.
- The questionnaire includes a question on gender if this information cannot be obtained from payroll or personnel records.
- The questionnaire indicates that it is available in alternate formats upon request.
- The questionnaire indicates that answering the self-identification questions is voluntary.
- The questionnaire indicates that the information gathered is confidential and will only be shared with others within the organization in order to carry-out employment equity obligations.
- The questionnaire indicates that employees can update or change information about themselves at any time

Observations:

The organization has completed three rounds of survey and they couldn't reach the minimum number of completed survey returned (80%). They explained that the employees did not want to complete the survey and attributed it to fact that they workforce is highly educated. Also some visible minorities don't want to identify themselves as members of designated groups. In total 46 employees (29%) refused to return the survey.

WORKFORCE ANALYSIS & GOAL SETTING

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

Observations:

The workforce revealed that the ratio between supervisors and employees is close to 1 to 1. The VP explained that it is a normal situation in regard to the nature of work. A supervisor may have only one employee.

SUMMARY OF GOALS

Women

Workforce Analysis Results		Goals			Representation	LMA
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term (1 to 3 years)	Long-term (3 years or more)		
#	Description	#	%	%	%	%
2	Middle & Other Managers	-6	38.9	38.9	23.7	38.9
3	Professionals	-8	24.9	24.9	9.3	24.9
5	Supervisors	-1	50.0	50.0	33.3	50.8
11	Intermediate Sales & Service Personnel	-1	50.0	50.0	0	61.8
12	Semi-Skilled Manual Workers	-1	18.4	18.4	0	18.4

Observations:

Aboriginal Peoples

Workforce Analysis Results		Goals			Representation	LMA
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term (1 to 3 years)	Long-term (3 years or more)		
#	Description	#	%	%	%	%
2	Middle & Other Managers	-1	2.2	2.2	0	2.2

Observations:

Members of Visible Minorities

Workforce Analysis Results			Goals		Representation	LMA
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term	Long-term		
#	Description		#	(1 to 3 years)	(3 years or more)	%
2	Middle & Other Managers	-2	15.0	15.0	10.5	15.0
3	Professionals	-12	32.5	32.5	11.1	32.5
7	Administrative & Senior Clerical Personnel	-1	12.2	12.2	0	12.2
8	Skilled Sales & Service Personnel	-1	9.1	9.1	0	9.1

Observations:

Person with Disabilities

Workforce Analysis Results			Goals		Representation	LMA
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term	Long-term		
#	Description		#	(1 to 3 years)	(3 years or more)	%
3	Professionals	-2	3.8	3.8	0	3.8
4	Semi-Professionals & Technicians	-1	4.6	4.6	2.9	4.6
5	Supervisors	-1	13.9	13.9	0	13.9

Observations:

RECOMMENDATION

I recommend that the employer be found:

in compliance in non-compliance

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

- If not done already, it may be beneficial for Ultra Electronics Forensic Technology Inc. to develop relationships with colleges, universities or other professional associations to identify and hire qualified students or professionals that are part of a designated group. Fostering relationships with these organizations could allow Ultra Electronics Forensic Technology Inc. to address and close gaps through internships or permanent employment when vacancies arise.
- We note that your organization's return and response rates are below 80% despite efforts made to increase the response rate of the self-identification questionnaire. It will be of heightened importance that you set a consistent process to ask new employees to complete the self-identification questionnaire upon hire. We also encourage you communicate to our employees the purpose and importance of the self-identification questionnaire as part of your employment equity efforts in the hopes of increasing the workforce survey's return and response rates.

Name of Analyst: Maurice Yakibonge

Date: 2018-05-04

Nyirasafari, Ange AN [NC]

From: Yakibonge, Maurice [NC] on behalf of EE-EME
Sent: May 28, 2018 9:06 AM
To: 'Brian.sinnott@ultra-ft.com'
Cc: 'nathalie.belzile@ultra-ft.com'
Subject: Government of Canada Agreement Number: 10000611 – Notification of Compliance with the Federal Contractors Program

Cette information est également disponible en français sur demande.

Dear Brian Sinnott:

I am writing to inform you that the compliance assessment initiated on March 6, 2018 has been completed. As a result of the assessment, Ultra Electronics Forensic Technology 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 Ultra Electronics Forensic Technology Inc.'s employment equity program.

- If not done already, it may be beneficial for Ultra Electronics Forensic Technology Inc. to develop relationships with colleges, universities or other professional associations to identify and hire qualified students or professionals that are part of a designated group. Fostering relationships with these organizations could allow Ultra Electronics Forensic Technology Inc. to address and close gaps through internships or permanent employment when vacancies arise.
- We note that your organization's return and response rates are below 80% despite efforts made to increase the response rate of the self-identification questionnaire. It will be of heightened importance that you set a consistent process to ask new employees to complete the self-identification questionnaire upon hire. We also encourage you to communicate to your employees the purpose and importance of the self-identification questionnaire as part of your employment equity efforts in the hopes of increasing the workforce survey's return and response rates.

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 Ultra Electronics Forensic Technology 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, Ultra Electronics Forensic Technology 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 Maurice Yakibonge at maurice.yakibonge@labour-travail.gc.ca.

Your cooperation during the course of this compliance assessment was appreciated and we wish Ultra Electronics Forensic Technology Inc. continued success in achieving a diverse and inclusive workplace.

Sincerely,

Workplace Equity Team

Workplace Equity Division, Labour Program
Employment and Social Development Canada / Government of Canada
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!

From: "Nathalie W(HRW) Belzile" <Nathalie.Belzile@ultra-ft.com>
To: EE-EME <ee-eme@hrsdc-rhdcc.gc.ca>
Date: 2018-01-16 16:38:15
Subject: RE: Reports to be submitted for FCP - Ultra Electronics Forensic
Technology Inc. 10000611

Absolutely! Thank you! Thank you very much!

Nathalie Belzile, CIRC
Vice President, Human Resources / Vice-président, Human Resources
Ultra Electronics Forensic Technology Inc.
T +1 514 485 8049 | M +1 514 233 6679
www.ultra-forensictechnology.com

From: maurice.yakibonge@labour-travail.gc.ca [mailto:maurice.yakibonge@labour-travail.gc.ca] On
Behalf Of ee-eme@hrsdc-rhdcc.gc.ca
Sent: Tuesday, January 16, 2018 4:36 PM
To: Nathalie (HR) Belzile <Nathalie.Belzile@ultra-ft.com>; ee-eme@hrsdc-rhdcc.gc.ca
Cc: ward.normandin@labour-travail.gc.ca; Lavinia Bulai <Lavinia.Bulai@ultra-ft.com>; Lavinia Bulai
<Lavinia.Bulai@ultra-ft.com>
Subject: RE. Reports to be submitted to the FCP - Ultra Electronics Forensic Technology Inc. 10000611
Classification: Confidential

Mrs. Belzile,

Thank you for submitting the documentation for your first conformity assessment. However, I would still need clarification on the results of the workforce survey. Please confirm or correct the numbers in red below:

- the number of employees who were surveyed: 156
- total number of self-identification questionnaires that were returned (completed and partially completed and not completed): 110

- the number of self-assessment questionnaires that were returned completed: 110

If you have any questions, do not hesitate to contact me.

I look forward to hearing from you,

Maurice Yakibonge

Workplace Equity Branch, Labour Program

Employment and Social Development Canada / Government of 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: Nathalie (HR) Belzile [mailto:Nathalie.Belzile@ultra-ft.com]

Sent: January-16-18 3:49 PM

To: Yakibonge, Mauritius [NC]; EE-EME

Cc: Normandin, Ward W [NC]; Lavinia Bulai

Subject: Reporting to FCP - Ultra Electronics Forensic Technology Inc. 10000611

Importance: High

Classification: Confidential

Sir,

Employment Equity Team,

We have followed your steps in the process of analyzing our workforce and today we are submitting our analysis reports as well as our short and longer term objectives (attachments).

We have compiled the self-identification forms and received a total of 110 forms out of a total of 156 employees. Our representation rate is therefore based on the identification forms we received. As for the 46 employees who did not return their completed forms, we only completed the section pertaining to gender ("Woman") as requested by Mr. Ward Normandin.

Also, in the short and long term objectives section, we entered the percentages of availability on the market, as you had indicated to us.

Thank you for your support and we hope that everything is in conformity.

Our greetings,

Nathalie

For Ultra Electronics Forensic Technology

Nathalie Belzile, CIRC

Vice President, Human Resources / Vice-président, Human Resources

Ultra Electronics Forensic Technology Inc.

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From: Lavinia Bulai

Sent: Friday, November 24, 2017 11:46 AM

To: Nathalie (HR) Belzile <Nathalie.Belzile@ultra-ft.com>; Maurice.Yakibonge@labour-travail.gc.ca

Cc: ward.normandin@labour-travail.gc.ca

Subject: RE: Self Identification Questionnaire - Ultra Electronics Forensic Technology Inc. 10000611

Hello,

Following the email you sent to Ms. Belzile, I am sending you the forms we sent to our employees. These forms have already been verified and, at the beginning of this process, we validated the steps to follow with Mr. Ward Normandin (copied in this email).

If you have any further questions, please do not hesitate to contact us.

We look forward to hearing from you,

Lavinia Bulai

Conseiller ressources humaines senior / Senior Human Resources Counselor

Ultra Electronics Forensic Technology Inc.

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

Sent: Thursday, November 23, 2017 9:03 AM

To: Nathalie (HR) Belzile <Nathalie.Belzile@ultra-ft.com>

Subject: Self Identification Questionnaire - Ultra Electronics Forensic Technology Inc. 10000611

Madam,

The purpose of this e-mail is to check if you need help with your first conformity assessment. As a first step, I would like to ask you to provide me with the self-identification questionnaire that you use to gather information on the composition of your organization's workforce. Please note that the questionnaire must include certain elements in order to comply with the requirements. If you have any questions about the content of the questionnaire, please let me know. Please find attached a self-identification questionnaire template that may assist you in this exercise.

If you have any questions about this initial assessment, please do not hesitate to contact me.

Thank you for your collaboration.

Maurice Yakibonge

Workplace Equity Branch, Labour Program

Employment and Social Development Canada / Government of Canada

Maurice.Yakibonge@labour-travail.gc.ca / Tel: 819-654-6099