

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: URTHECAST INC.
Parent company is located outside Canada: No
Operating Name: [Redacted]
Organization's NAICS Code Number: 5417
Provincially Regulated as high-tech organization.

HEAD OFFICE
Address: 33-1055 Canada Place
City: Vancouver
Province: BC
Postal Code: V6C 0C3
Telephone Number: 604 669-1788

EMPLOYMENT EQUITY CONTACT
Name: CHRISTINE BERKA
Title: HEAD OF HR
Telephone Number: 604 229-2639
E-mail Address: cberka@urthecast.com
Preferred Language: English

CERTIFICATION
The above-named organization:
- having a combined workforce of 100 or more permanent full-time and permanent part-time employees in Canada, AND
- intending to bid on, or being in receipt of, a federal government goods or services contract, standing offer or contract issued under a Supply Arrangement, valued at \$1,000,000 or more (including applicable taxes)
hereby certifies its commitment to implement or maintain employment equity on an on-going basis, beyond the period of the procurement instrument, in keeping with the Federal Contractors Program requirements.

SIGNATORY
NOTE: The signatory must be the Chief Executive Officer OR an authorized person in an executive position with legal authority to sign a contract on behalf of the organization.
Name: WADE LARSON
Title: CEO
Telephone Number: 778 331-7871
E-mail Address: [Redacted]@urthecast.com
Preferred Language: English
Date: 2017. 04 03

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.

RETURN INSTRUCTIONS
IMPORTANT
- The signed Agreement to Implement Employment Equity form must be sent to the Labour Program by e-mail at: ee-eme@hrsdcc-rhdcc.gc.ca.

Workplace Equity Information Management System - UrtheCast Corp.

Workforce Analysis - Detailed Report

Date: 2017-11-09

Women

Employment Equity Occupational Group	Internal Location	All Employees #	Representation		Women Availability		Gap #	Recruitment Area
			#	%	%	#		
<b>01 : Senior Managers</b>	National	7	1	14.3 %	27.4 %	2	-1	National
<b>02 : Middle and Other Managers</b>		33	6	18.2 %	26.3 %	9	-3	
0111 : Financial managers	National	3	0	0.0 %	55.3 %	2	-2	National
0112 : Human resources managers	National	1	1	100.0 %	64.4 %	1	0	National
0114 : Other administrative services managers	National	1	1	100.0 %	52.8 %	1	0	National
0125 : Other business services managers	National	1	1	100.0 %	47.6 %	0	1	National
0211 : Engineering managers	National	9	2	22.2 %	12.6 %	1	1	National
0213 : Computer and information systems managers	National	17	1	5.9 %	23.4 %	4	-3	National
0601 : Corporate sales managers	National	1	0	0.0 %	27.3 %	0	0	National
<b>03 : Professionals</b>		45	6	13.3 %	20.6 %	9	-3	
1111 : Financial auditors and accountants	National	1	0	0.0 %	55.1 %	1	-1	National
1121 : Human resources professionals	National	1	1	100.0 %	71.1 %	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
2133 : Electrical and electronics engineers	National	6	0	0.0 %	11.3 %	1	-1	National
2147 : Computer engineers (except software engineers and designers)	National	1	0	0.0 %	12.6 %	0	0	National
2161 : Mathematicians, statisticians and actuaries	National	1	1	100.0 %	46.7 %	0	1	National
2171 : Information systems analysts and consultants	National	3	0	0.0 %	28.3 %	1	-1	National
2173 : Software engineers and designers	National	27	4	14.8 %	17.4 %	5	-1	National
4112 : Lawyers and Quebec notaries	National	2	0	0.0 %	42.5 %	1	-1	National
<b>04 : Semi-Professionals and Technicians</b>		1	0	0.0 %	25.1 %	0	0	
2282 : User support technicians	British Columbia	1	0	0.0 %	25.1 %	0	0	British Columbia
<b>07 : Administrative and Senior Clerical Personnel</b>		3	3	100.0 %	79.0 %	2	1	
<b>Employment Equity Occupational Group</b>	Vancouver	3	3	100.0 %	79.0 %	2	1	Vancouver



Workplace Equity Information Management System - UrtheCast Corp.

**Workforce Analysis - Detailed Report**

Date: 2017-11-09

**Women**

Employment Equity Occupational Group	Internal Location	All Employees #	Representation		Women Availability		Gap #	Recruitment Area
			#	%	%	#		
<b>08 : Skilled Sales and Service Personnel</b>		3	1	33.3 %	26.3 %	1	0	
6221 : Technical sales specialists - wholesale trade	British Columbia	3	1	33.3 %	26.3 %	1	0	British Columbia
<b>10 : Clerical Personnel</b>		4	3	75.0 %	70.0 %	3	0	
<b>Employment Equity Occupational Group</b>	Vancouver	4	3	75.0 %	70.0 %	3	0	Vancouver
<b>Total</b>		96	20	20.8 %	27.2 %	26	-6	

Total may not equal sum of components due to rounding.

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

Workplace Equity Information Management System - UrtheCast Corp.

Workforce Analysis - Detailed Report

Date: 2017-11-09

Aboriginal Peoples

Employment Equity Occupational Group	Internal Location	All Employees #	Aboriginal Peoples					Recruitment Area
			Representation		Availability		Gap #	
			#	%	%	#		
<b>01 : Senior Managers</b>	National	7	0	0.0 %	2.9 %	0	0	National
<b>02 : Middle and Other Managers</b>		33	1	3.0 %	1.2 %	0	1	
0111 : Financial managers	National	3	0	0.0 %	2.1 %	0	0	National
0112 : Human resources managers	National	1	0	0.0 %	2.6 %	0	0	National
0114 : Other administrative services managers	National	1	0	0.0 %	3.0 %	0	0	National
0125 : Other business services managers	National	1	0	0.0 %	2.6 %	0	0	National
0211 : Engineering managers	National	9	0	0.0 %	0.9 %	0	0	National
0213 : Computer and information systems managers	National	17	1	5.9 %	1.0 %	0	1	National
0601 : Corporate sales managers	National	1	0	0.0 %	1.2 %	0	0	National
<b>03 : Professionals</b>		45	0	0.0 %	0.8 %	0	0	
1111 : Financial auditors and accountants	National	1	0	0.0 %	1.3 %	0	0	National
1121 : Human resources professionals	National	1	0	0.0 %	2.7 %	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
2133 : Electrical and electronics engineers	National	6	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
2161 : Mathematicians, statisticians and actuaries	National	1	0	0.0 %	1.0 %	0	0	National
2171 : Information systems analysts and consultants	National	3	0	0.0 %	1.1 %	0	0	National
2173 : Software engineers and designers	National	27	0	0.0 %	0.6 %	0	0	National
4112 : Lawyers and Quebec notaries	National	2	0	0.0 %	1.6 %	0	0	National
<b>04 : Semi-Professionals and Technicians</b>		1	0	0.0 %	1.8 %	0	0	
2282 : User support technicians	British Columbia	1	0	0.0 %	1.8 %	0	0	British Columbia
<b>07 : Administrative and Senior Clerical Personnel</b>		3	0	0.0 %	2.1 %	0	0	
<b>Employment Equity Occupational Group</b>	Vancouver	3	0	0.0 %	2.1 %	0	0	Vancouver



Workplace Equity Information Management System - UrtheCast Corp.

**Workforce Analysis - Detailed Report**

Date: 2017-11-09

**Aboriginal Peoples**

Employment Equity Occupational Group	Internal Location	All Employees #	Aboriginal Peoples Representation		Aboriginal Peoples Availability		Gap #	Recruitment Area
			#	%	%	#		
<b>08 : Skilled Sales and Service Personnel</b>		3	0	0.0 %	2.5 %	0	0	
6221 : Technical sales specialists - wholesale trade	British Columbia	3	0	0.0 %	2.5 %	0	0	British Columbia
<b>10 : Clerical Personnel</b>		4	0	0.0 %	2.4 %	0	0	
<b>Employment Equity Occupational Group</b>	Vancouver	4	0	0.0 %	2.4 %	0	0	Vancouver
<b>Total</b>		96	1	1.0 %	1.3 %	0	1	

Total may not equal sum of components due to rounding.

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

Workplace Equity Information Management System - UrtheCast Corp.

Workforce Analysis - Detailed Report

Date: 2017-11-09

Members of Visible Minorities

Employment Equity Occupational Group	Internal Location	All Employees #	Members of Visible Minorities					Recruitment Area
			Representation		Availability		Gap #	
			#	%	%	#		
<b>01 : Senior Managers</b>	National	7	0	0.0 %	10.1 %	1	-1	National
<b>02 : Middle and Other Managers</b>		33	5	15.2 %	19.8 %	7	-2	
0111 : Financial managers	National	3	0	0.0 %	20.5 %	1	-1	National
0112 : Human resources managers	National	1	0	0.0 %	12.0 %	0	0	National
0114 : Other administrative services managers	National	1	0	0.0 %	12.6 %	0	0	National
0125 : Other business services managers	National	1	1	100.0 %	17.9 %	0	1	National
0211 : Engineering managers	National	9	0	0.0 %	19.6 %	2	-2	National
0213 : Computer and information systems managers	National	17	4	23.5 %	21.2 %	4	0	National
0601 : Corporate sales managers	National	1	0	0.0 %	13.5 %	0	0	National
<b>03 : Professionals</b>		45	15	33.3 %	35.7 %	16	-1	
1111 : Financial auditors and accountants	National	1	1	100.0 %	27.5 %	0	1	National
1121 : Human resources professionals	National	1	1	100.0 %	14.1 %	0	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
2133 : Electrical and electronics engineers	National	6	3	50.0 %	34.9 %	2	1	National
2147 : Computer engineers (except software engineers and designers)	National	1	1	100.0 %	38.2 %	0	1	National
2161 : Mathematicians, statisticians and actuaries	National	1	0	0.0 %	27.7 %	0	0	National
2171 : Information systems analysts and consultants	National	3	2	66.7 %	31.4 %	1	1	National
2173 : Software engineers and designers	National	27	7	25.9 %	40.5 %	11	-4	National
4112 : Lawyers and Quebec notaries	National	2	0	0.0 %	12.5 %	0	0	National
<b>04 : Semi-Professionals and Technicians</b>		1	0	0.0 %	32.5 %	0	0	
2282 : User support technicians	British Columbia	1	0	0.0 %	32.5 %	0	0	British Columbia
<b>07 : Administrative and Senior Clerical Personnel</b>		3	0	0.0 %	35.3 %	1	-1	
<b>Employment Equity Occupational Group</b>	Vancouver	3	0	0.0 %	35.3 %	1	-1	Vancouver



Workplace Equity Information Management System - UrtheCast Corp.

**Workforce Analysis - Detailed Report**

Date: 2017-11-09

**Members of Visible Minorities**

Employment Equity Occupational Group	Internal Location	All Employees #	Members of Visible Minorities Representation		Availability		Gap #	Recruitment Area
			#	%	%	#		
<b>08 : Skilled Sales and Service Personnel</b>		3	2	66.7 %	24.7 %	1	1	
6221 : Technical sales specialists - wholesale trade	British Columbia	3	2	66.7 %	24.7 %	1	1	British Columbia
<b>10 : Clerical Personnel</b>		4	1	25.0 %	42.3 %	2	-1	
<b>Employment Equity Occupational Group</b>	Vancouver	4	1	25.0 %	42.3 %	2	-1	Vancouver
<b>Total</b>		96	23	24.0 %	28.3 %	28	-5	

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 - UrtheCast Corp.

**Workforce Analysis - Detailed Report**

Date: 2017-11-09

**Persons with Disabilities**

Employment Equity Occupational Group	Internal Location	All Employees #	Persons with Disabilities		Availability %	Availability #	Gap #	Recruitment Area
			Representation #	Representation %				
<b>01/02 : Managers</b>	National	40	3	7.5 %	4.3 %	2	1	National
<b>03 : Professionals</b>	National	45	0	0.0 %	3.8 %	2	-2	National
<b>04 : Semi-Professionals and Technicians</b>	National	1	0	0.0 %	4.6 %	0	0	National
<b>07 : Administrative and Senior Clerical Personnel</b>	National	3	0	0.0 %	3.4 %	0	0	National
<b>08 : Skilled Sales and Service Personnel</b>	National	3	0	0.0 %	3.5 %	0	0	National
<b>10 : Clerical Personnel</b>	National	4	0	0.0 %	7.0 %	0	0	National
<b>Total</b>		96	3	3.1 %	4.1 %	4	-1	

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: 2017-11-09

### Reasons for selecting a different analysis scope, recruitment area or recruitment location:

We believe that middle managers should be based on NOC codes.

### 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	NOC (default EEOG)	National
03 : Professionals	NOC	National
04 : Semi-Professionals and Technicians	NOC	Provincial
07 : Administrative and Senior Clerical Personnel	EEOG	CMA
08 : Skilled Sales and Service Personnel	NOC	Provincial
10 : Clerical Personnel	EEOG	CMA



## Workforce Analysis - Detailed Report

Date: 2017-11-09

### WFA Defaults - Persons with Disabilities

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



Workplace Equity Information Management System - UrtheCast Corp.

**Workforce Analysis - Summary Report**

Date: 2017-11-08

**Women**

Employment Equity Occupational Group	All Employees #	Representation		Women Availability		Gap #
		#	%	%	#	
01 : Senior Managers	7	1	14.3 %	27.4 %	2	-1
02 : Middle and Other Managers	33	6	18.2 %	38.9 %	13	-7
03 : Professionals	45	6	13.3 %	20.6 %	9	-3
04 : Semi-Professionals and Technicians	1	0	0.0 %	25.1 %	0	0
07 : Administrative and Senior Clerical Personnel	3	3	100.0 %	79.0 %	2	1
08 : Skilled Sales and Service Personnel	3	1	33.3 %	26.3 %	1	0
10 : Clerical Personnel	4	3	75.0 %	70.0 %	3	0
<b>Total</b>	<b>96</b>	<b>20</b>	<b>20.8 %</b>	<b>31.5 %</b>	<b>30</b>	<b>-10</b>

Total may not equal sum of components due to rounding.



Workplace Equity Information Management System - UrtheCast Corp.

**Workforce Analysis - Summary Report**

Date: 2017-11-08

**Aboriginal Peoples**

Employment Equity Occupational Group	All Employees #	Aboriginal Peoples				Gap #
		Representation		Availability		
		#	%	%	#	
01 : Senior Managers	7	0	0.0 %	2.9 %	0	0
02 : Middle and Other Managers	33	1	3.0 %	2.2 %	1	0
03 : Professionals	45	0	0.0 %	0.8 %	0	0
04 : Semi-Professionals and Technicians	1	0	0.0 %	1.8 %	0	0
07 : Administrative and Senior Clerical Personnel	3	0	0.0 %	2.1 %	0	0
08 : Skilled Sales and Service Personnel	3	0	0.0 %	2.5 %	0	0
10 : Clerical Personnel	4	0	0.0 %	2.4 %	0	0
<b>Total</b>	<b>96</b>	<b>1</b>	<b>1.0 %</b>	<b>1.6 %</b>	<b>1</b>	<b>0</b>

Total may not equal sum of components due to rounding.

Workplace Equity Information Management System - UrtheCast Corp.

**Workforce Analysis - Summary Report**

Date: 2017-11-08

**Members of Visible Minorities**

Employment Equity Occupational Group	Members of Visible Minorities					
	All Employees	Representation		Availability		Gap
		#	#	%	%	
01 : Senior Managers	7	0	0.0 %	10.1 %	1	-1
02 : Middle and Other Managers	33	5	15.2 %	15.0 %	5	0
03 : Professionals	45	15	33.3 %	35.7 %	16	-1
04 : Semi-Professionals and Technicians	1	0	0.0 %	32.5 %	0	0
07 : Administrative and Senior Clerical Personnel	3	0	0.0 %	35.3 %	1	-1
08 : Skilled Sales and Service Personnel	3	2	66.7 %	24.7 %	1	1
10 : Clerical Personnel	4	1	25.0 %	42.3 %	2	-1
<b>Total</b>	<b>96</b>	<b>23</b>	<b>24.0 %</b>	<b>26.6 %</b>	<b>26</b>	<b>-3</b>

Total may not equal sum of components due to rounding.



Workplace Equity Information Management System - UrtheCast Corp.

**Workforce Analysis - Summary Report**

Date: 2017-11-08

**Persons with Disabilities**

Employment Equity Occupational Group	All Employees #	Persons with Disabilities				Gap #
		Representation		Availability		
		#	%	%	#	
01/02 : Managers	40	3	7.5 %	4.3 %	2	1
03 : Professionals	45	0	0.0 %	3.8 %	2	-2
04 : Semi-Professionals and Technicians	1	0	0.0 %	4.6 %	0	0
07 : Administrative and Senior Clerical Personnel	3	0	0.0 %	3.4 %	0	0
08 : Skilled Sales and Service Personnel	3	0	0.0 %	3.5 %	0	0
10 : Clerical Personnel	4	0	0.0 %	7.0 %	0	0
<b>Total</b>	<b>96</b>	<b>3</b>	<b>3.1 %</b>	<b>4.1 %</b>	<b>4</b>	<b>-1</b>

Total may not equal sum of components due to rounding.



## Workforce Analysis - Summary Report

Date: 2017-11-08

### WFA Defaults - Women, Aboriginal Peoples and Visible Minorities

Employment Equity Occupational Group	Perform Analysis By	Recruitment Area
01 : Senior Managers	EEOG	National
02 : Middle and Other Managers	EEOG	National
03 : Professionals	NOC	National
04 : Semi-Professionals and Technicians	NOC	Provincial
07 : Administrative and Senior Clerical Personnel	EEOG	CMA
08 : Skilled Sales and Service Personnel	NOC	Provincial
10 : Clerical Personnel	EEOG	CMA



## Workforce Analysis - Summary Report

Date: 2017-11-08

### WFA Defaults - Persons with Disabilities

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



**Short-term Goal Setting Tool**

**UrtheCast Corp.  
2017-11-08**

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

Employment Equity Occupational Group (EEOG)	All Employees 2017-11-08	Growth (New Positions)		Turnover (Replacement of Terminated Employees)		Anticipated Hires Over 3 Years	WOMEN										
		Annually		Over 3 Years			Number	Turnover (Replacement of Terminated Employees)		Hires Required	3 Year Goals 2017-2020		Present Availability	Present Gap	Projected Gap	Present Representation	Projected Representation in 3 Years
		#	%	#	%			#	%		#	%					
		#	%	#	%		#	%	#	%	#	%	#	%	#	%	#
Senior Managers	7	1.0%	0	1.8%	0	0	1	1.8%	0	1	0	100.0%	27.4%	-1	-1	14.3%	14.3%
Middle & Other Managers	33	3.5%	3	3.6%	4	7	6	3.6%	1	5	2	27.0%	26.3%	-3	-2	18.2%	19.4%
Professionals	45	10.0%	14	12.5%	17	31	6	12.5%	2	8	8	25.0%	20.6%	-3	0	13.3%	20.3%
Semi-Professionals & Technicians	1	2.0%	0	5.3%	0	0	0	5.3%	0	0	0		25.1%		0	0.0%	0.0%
Supervisors			0		0	0	0	0.0%	0	0	0				0	#DIV/0!	#DIV/0!
Supervisors: Crafts & Trades			0		0	0	0	0.0%	0	0	0				0	#DIV/0!	#DIV/0!
Administrative & Senior Clerical Personnel	3	0.0%	0	0.5%	0	0	3	0.5%	0	-1	0	0.0%	79.0%	1	1	100.0%	100.0%
Skilled Sales & Service Personnel	3	3.0%	0	1.4%	0	0	1	1.4%	0	0	0		26.3%		0	33.3%	33.3%
Skilled Crafts & Trades Workers			0		0	0		0.0%	0	0	0				0	#DIV/0!	#DIV/0!
Clerical Personnel	4	1.0%	0	1.4%	0	0	3	1.4%	0	0	0		70.0%		0	75.0%	75.0%
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**

**UrtheCast Corp.  
2017-11-08**

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

Employment Equity Occupational Group (EEOG)	All Employees 2017-11-08	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 2017-2020		Present Availability	Present Gap	Projected Gap	Present Representation	Projected Representation in 3 Years	
		%	#	%	#		#	Annually	Over 3 Years		#	#						%
Senior Managers	7	1.0%	0	1.8%	0	0	0	3.8%	0	0	0	0	0	2.9%	0	0	0.0%	0.0%
Middle & Other Managers	33	3.5%	3	3.6%	4	7	1	3.6%	0	0	0	0	2.2%	0	0	3.0%	2.8%	
Professionals	45	10.0%	14	12.5%	17	31	0	12.5%	0	0	0	0	0.8%	0	0	0.0%	0.0%	
Semi-Professionals & Technicians	1	2.0%	0	5.3%	0	0	0	5.3%	0	0	0	0	1.8%	0	0	0.0%	0.0%	
Supervisors			0		0	0		0.0%	0	0	0	0		0	0	#DIV/0!	#DIV/0!	
Supervisors: Crafts & Trades			0		0	0		0.0%	0	0	0	0		0	0	#DIV/0!	#DIV/0!	
Administrative & Senior Clerical Personnel	3	0.0%	0	0.5%	0	0	0	0.5%	0	0	0	0	2.1%	0	0	0.0%	0.0%	
Skilled Sales & Service Personnel	3	3.0%	0	1.4%	0	0	0	1.4%	0	0	0	0	2.5%	0	0	0.0%	0.0%	
Skilled Crafts & Trades Workers			0		0	0		0.0%	0	0	0	0		0	0	#DIV/0!	#DIV/0!	
Clerical Personnel	4	1.0%	0	1.4%	0	0	0	1.4%	0	0	0	0	2.4%	0	0	0.0%	0.0%	
Intermediate Sales & Service Personnel			0		0	0		0.0%	0	0	0	0		0	0	#DIV/0!	#DIV/0!	
Semi-Skilled Manual Workers			0		0	0		0.0%	0	0	0	0		0	0	#DIV/0!	#DIV/0!	
Other Sales & Service Personnel			0		0	0		0.0%	0	0	0	0		0	0	#DIV/0!	#DIV/0!	
Other Manual Workers			0		0	0		0.0%	0	0	0	0		0	0	#DIV/0!	#DIV/0!	

**Short-term Goal Setting Tool**

**UrtheCast Corp.  
2017-11-08**

<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 from Workforce Analysis	Date entry	B x C x 3	Data entry	B x E x 3	D + F	Data entry from from Workforce Analysis	Equivalent to E	H x I x 3	(D x N) - O + J	G x M	Data entry	Data entry from from Workforce Analysis	Data entry from from Workforce Analysis	(H - J + L) - ((B + D) x N)	H + B	(H - J + L) + (B + D)

Employment Equity Occupational Group (EEOG)	All Employees 2017-11-08	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 2017-2020		Present Availability	Present Gap	Projected Gap	Present Representation	Projected Representation in 3 Years
		%	#	%	#		#	Annually	Over 3 Years		#	%					
Senior Managers and Middle & Other Managers	40	3.5%	4	3.6%	4	8	3	3.6%	0	-1	0	4.3%	1	1	7.5%	6.8%	
Professionals	45	10.0%	14	12.5%	17	31	0	12.5%	0	3	2	3.8%	-2	0	0.0%	3.4%	
Semi-Professionals & Technicians	1	2.0%	0	5.3%	0	0	0	5.3%	0	0	0	4.6%	0	0	0.0%	0.0%	
Supervisors			0		0	0		0.0%	0	0	0		0	0	#DIV/0!	#DIV/0!	
Supervisors: Crafts & Trades			0		0	0		0.0%	0	0	0		0	0	#DIV/0!	#DIV/0!	
Administrative & Senior Clerical Personnel	3	0.0%	0	0.5%	0	0	0	0.5%	0	0	0	3.4%	0	0	0.0%	0.0%	
Skilled Sales & Service Personnel	3	3.0%	0	1.4%	0	0	0	1.4%	0	0	0	3.5%	0	0	0.0%	0.0%	
Skilled Crafts & Trades Workers			0		0	0		0.0%	0	0	0		0	0	#DIV/0!	#DIV/0!	
Clerical Personnel	4	1.0%	0	1.4%	0	0	0	1.4%	0	0	0	7.0%	0	0	0.0%	0.0%	
Intermediate Sales & Service Personnel			0		0	0		0.0%	0	0	0		0	0	#DIV/0!	#DIV/0!	
Semi-Skilled Manual Workers			0		0	0		0.0%	0	0	0		0	0	#DIV/0!	#DIV/0!	
Other Sales & Service Personnel			0		0	0		0.0%	0	0	0		0	0	#DIV/0!	#DIV/0!	
Other Manual Workers			0		0	0		0.0%	0	0	0		0	0	#DIV/0!	#DIV/0!	

**Short-term Goal Setting Tool**

**UrtheCast Corp.  
2017-11-08**

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

Employment Equity Occupational Group (EEOG)	All Employees 2017 11 08	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 2017 - 2020		Present Availability	Present Gap	Projected Gap	Present Representation	Projected Representation in 3 Years
								Annually	Over 3 Years		#	%					
#	%	#	%	#	%	#	#	%	#	%	%	#	#	%	%		
Senior Managers	7	1.0%	0	1.8%	0	0	0	3.8%	0	1	0	25.0%	10.1%	-1	-1	0.0%	0.0%
Middle & Other Managers	33	3.5%	3	3.6%	4	7	5	3.6%	1	4	2	19.8%	19.8%	-2	-1	15.2%	16.7%
Professionals	45	10.0%	14	12.5%	17	31	15	12.5%	6	12	12	40.0%	35.7%	-1	0	33.3%	35.6%
Semi-Professionals & Technicians	1	2.0%	0	5.3%	0	0	0	5.3%	0	0	0	32.5%	0.0%	0	0	0.0%	0.0%
Supervisors			0	0.0%	0	0	0	0.0%	0	0	0		0.0%	0	0	#DIV/0!	#DIV/0!
Supervisors: Crafts & Trades			0	0.0%	0	0	0	0.0%	0	0	0		0.0%	0	0	#DIV/0!	#DIV/0!
Administrative & Senior Clerical Personnel	3	0.0%	0	0.5%	0	0	0	0.5%	0	1	0	40.0%	35.3%	-1	-1	0.0%	0.0%
Skilled Sales & Service Personnel	3	3.0%	0	1.4%	0	0	2	1.4%	0	-1	0	24.7%	24.7%	1	1	66.7%	66.7%
Skilled Crafts & Trades Workers			0	0.0%	0	0	0	0.0%	0	0	0		0.0%	0	0	#DIV/0!	#DIV/0!
Clerical Personnel	4	1.0%	0	1.4%	0	0	1	1.4%	0	1	0	50.0%	42.3%	-1	-1	25.0%	25.0%
Intermediate Sales & Service Personnel			0	0.0%	0	0	0	0.0%	0	0	0		0.0%	0	0	#DIV/0!	#DIV/0!
Semi-Skilled Manual Workers			0	0.0%	0	0	0	0.0%	0	0	0		0.0%	0	0	#DIV/0!	#DIV/0!
Other Sales & Service Personnel			0	0.0%	0	0	0	0.0%	0	0	0		0.0%	0	0	#DIV/0!	#DIV/0!
Other Manual Workers			0	0.0%	0	0	0	0.0%	0	0	0		0.0%	0	0	#DIV/0!	#DIV/0!

## Summary of Goals

**UrtheCast Corp.**  
**2017-11-14**

### Women

Workforce Analysis Results			Goals		Comments
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term (1 to 3 years)	Long-term (3 years or more)	
#	Description	#	# or %	# or %	
01	Senior Managers	-1	30%	28%	Through promotion more than hiring
02	Middle and Other Managers <sup>1</sup>	-3	27%	27%	Through promotion more than hiring
03	Professionals	-3	25%	21%	Increased focus on women in STEM; potential partnerships

### Aboriginal Peoples

There were no gaps identified

### Persons with Disabilities

Workforce Analysis Results			Goals		Comments
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term (1 to 3 years)	Long-term (3 years or more)	
#	Description	#	# or %	# or %	
03	Professionals	-2	5%	4%	Rollout accommodation policy with DSQ language

### 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 %	
01	Senior Managers	-1	12%	11%	Through promotion more than hiring
02	Middle and Other Managers	-2	25%	20%	Through promotion more than hiring
03	Professionals	-1	40%	36%	Review existing recruitment channels and broaden sources
07	Administrative and Sr. Clerical	-1	40%	36%	Review existing recruitment channels and broaden sources
10	Clerical	-1	50%	43%	Review existing recruitment channels and broaden sources

<sup>1</sup> WEIMS defaults changed for Middle and Other Managers from Analysis by EEOG to Analysis by NOC. The reason for this is that 26/33 (~79%) of the managers fell into 2 NOCs that have lower availability of Women.

## **Employment Equity – Introduction**

UrtheCast is on a journey to promote employment equity in the workplace with more intention to ensure that members of designated groups including: women, Aboriginal peoples, persons with disabilities and visible minorities, are fully represented at all levels in the company. We endeavor to hire and promote based on qualifications and abilities and our aim is to create employment equity programs that support this.

As part of this initiative, we're collecting information through this short, 10-minute survey to understand our workforce. If employees identify as members of a designated group, we'll have a more accurate picture of our workforce. It's our desire to create a safe environment for employees to self-identify, including an open culture where employees can ask for the supports or accommodations they may need to be successful in their roles.

Thanks for your time and for your responses!

## Privacy and Use of Information

### PRIVACY COMMITMENT

#### How is my privacy protected?

The information you provide in this census will be kept strictly **confidential**. Your responses are encrypted, stored outside of UrtheCast, and handled in accordance with privacy legislation. The census is run by a third party/external organization (the Canadian Centre for Diversity and Inclusion (CCDI)).

#### Employment Equity questions

The census contains four questions regarding workforce representation that UrtheCast is required to collect as part of its compliance to the Federal Contractors Program/Legislated Employment Equity Program. Your answers to these four questions, along with your employee ID (but not your name), will be grouped with other employees' answers and IDs and shared with the Labour Program of Employment and Social Development Canada (ESDC) for the purpose of complying with employment equity legislation. ESDC may use and/or disclose the information submitted by UrtheCast for policy analysis, research and/or evaluation purposes.

Your responses to these four questions will be visible to one UrtheCast employee, on a need-to-know basis, as part of their role in submitting workforce representation reports to the Canadian Government. Your personal information will be strictly controlled and protected in accordance with UrtheCast's Code of Conduct and applicable privacy laws.

#### Supplementary questions

CCDI collects your responses and creates anonymized and aggregated reports for UrtheCast. In other words, CCDI puts your responses together with the responses of other members at UrtheCast, so your specific responses can never be matched to you. UrtheCast will never be able to review your information or the answers you provided and your information will only ever be used to create aggregate reports.

If you have any questions regarding the above, please e-mail Christine Berka at [cberka@urthecast.com](mailto:cberka@urthecast.com).

The aggregate information from the reports will be used by UrtheCast to:

- Develop or improve specific programs, policies, and practices that support all members of the UrtheCast Community.
- Compare the demographic characteristics and needs of our staff with the industry, and with the customers we serve.
- Establish objective, data-driven insights to structure diversity and inclusion action plans.
- Ensure compliance as a Federal Contractor/LEEP Employer with the Canadian Government.

The information will not be used for any other purpose.

### **How do I complete the census?**

To fully complete the census, please provide a response to each question and you must select "submit" at the end of the census. Your input will not be saved otherwise. If you would prefer not to provide a response to a particular question, click "Prefer not to answer."

NOTE: You can log in at any time to make changes to your personal information.

### **Understanding and Consent**

- By completing this census, I consent to the collection and use of my personal information for the purposes described above.



## DIVERSITY PROFILE MODULE

### SECTION ONE – EMPLOYMENT EQUITY ACT

At UrtheCast, we believe in the principles of Diversity and Equity, to ensure that all people have the opportunity to be equitably represented at all levels of the organization, including the four identified groups under the Employment Equity Act: women, Aboriginal peoples, persons with disabilities and visible minorities. In addition to our responsibilities as a Federal Contractor/LEEP Employer with the Canadian Government, UrtheCast is committed to fostering and maintaining a workplace environment that is inclusive, where all employees have the opportunity to succeed. We also believe that our employment equity program ensures that our practices of hiring and promoting are based on qualifications and competence.

Please note that you may self-identify in more than one designated group.

Completion of the census is voluntary; however, not completing and submitting the census will result in the incomplete and/or inaccurate capture of our workforce data, and impact UrtheCast's compliance with the Federal Contractors Program/Legislated Employment Equity Program requirements.

#### **Gender**

*Gender* is a broad term encompassing a range of characteristics including physical anatomy, secondary sex characteristics that develop at and after puberty, behaviour and conduct, sense of self, and clothing.

*Gender Identity* is linked to a person's sense of self, and the sense of being male, female, both or neither. This may be different than the gender one was assigned at birth.

The Employment Equity Act defines "women" as a designated group.

#### **1. What is your gender/gender identity? (all responses go to question 2)**

- Female
- Male
- Other
- Prefer not to answer

#### **Aboriginal Peoples**

*Aboriginal* is a term used in Canada to describe the original inhabitants (or indigenous people) of Canada and their descendants. For the purposes of employment equity, "Aboriginal Peoples" in Canada include First Nations, Inuit and Métis people.

#### **2. Based on this definition, are you an Aboriginal person? (all responses go to question 3)**

- Yes
- No
- Prefer not to answer

### **Visible Minorities**

For the purposes of employment equity, "members of visible minorities" mean persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour, regardless of their place of birth or citizenship.

Examples of visible minorities include, but are not limited to:

- African Descent
- Non-white Latin American (including Indigenous people from Central and South America)
- East Asian (e.g., Chinese, Japanese, Korean)
- South Asian/East Indian (e.g., Indian, Pakistani, Bangladeshi, or East Indian from Guyana or Trinidad or East Africa)
- Southeast Asian (e.g., Burmese, Cambodian, Filipino, Laotian, Thai, Vietnamese)
- Non-white West Asian, North African, or Arab (e.g., Iranian, Lebanese, Egyptian, Libyan)
- People of mixed origin (e.g., with one parent in one of the visible minority groups listed above)

**3. Based on this definition, are you a member of a visible minority?** (all responses go to question 4)

- Yes
- No
- Prefer not to answer

## Persons with Disabilities

According to the *Employment Equity Act*, persons with disabilities are persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who consider themselves to be at a disadvantage in employment by reason of that impairment, or who believe that an employer or potential employer is likely to consider them to be at a disadvantage in employment because of that impairment. This includes people whose functional limitations due to their impairment have been accommodated in their current job or workplace (e.g., by the use of technical aids, changes to equipment or other working arrangements).

Examples of disabilities include, but are not limited to:

- Coordination or dexterity impairment (e.g., difficulty using hands or arms, such as grasping objects or using a keyboard)
- Mobility impairment (e.g., difficulty moving from one office to another, walking long distances or using stairs)
- Blindness or visual impairment (e.g., unable to see or difficulty seeing, glaucoma; however, do not include yourself if you can see well with glasses or contact lenses)
- Speech impairment (e.g., unable to speak or difficulty speaking and being understood)
- Deafness or hearing impairment (e.g., unable to hear or difficulty hearing)
- Other disabilities (e.g., learning, developmental and other types of disabilities)

**4. Based on this definition, are you a person with a disability?** (all responses go to Section Two)

- Yes
- No
- Prefer not to answer

## SECTION TWO – SUPPLEMENTARY QUESTIONS

The following questions are supplementary information and are not collected as a requirement of the Federal Contractors Program/ Legislated Employment Equity Program. Your responses to all subsequent questions are completely anonymous, and will not be reported to the Canadian Government.

### Employment

#### 1. What is your department?

- Accounting & Finance
- Administrative
- Corporate
- Human Resources
- IT
- Legal
- NorAm Commercial Sales & CX
- Project Management
- Software Engineering
- Space Segment

#### 2. What is your employment status?

- Full-Time, Permanent Employee
- Part-Time, Permanent Employee
- Full-Time, Temporary Employee (Co-op Students, please select this option)
- Part-Time, Temporary Employee

#### Persons with Disabilities / Disability Status

Question only visible for people who responded 'yes' to question 4 in Section 1, otherwise skip.

#### 4. What type of disability do you have?

Check **all** that apply. Some examples follow each type. Addiction (e.g. alcohol, drugs, gambling)

- Chronic illness (e.g. epilepsy, cystic fibrosis, diabetes, multiple sclerosis)
- Developmental disability (e.g. autism, Down syndrome)
- Learning disability (e.g. dyslexia, attention deficit hyperactivity disorder (ADHD))
- Mental illness (e.g. schizophrenia, depression, anxiety)

- Physical disability (e.g. cerebral palsy, spinal cord injury, amputation)
- Sensory disability (e.g. hearing or vision loss)
- Not specified above <Please Specify>
- Prefer not to answer

#### **4.b. Accommodation**

Accommodation is required by law to eliminate barriers to employment and enable all employees to realize their potential and contribute fully.

The duty to accommodate means that sometimes it is necessary to treat someone differently in order to be fair. For example, asking all job applicants to pass a written test may not be fair to a person with a visual disability. In such cases, the duty to accommodate may require that alternative arrangements be made to ensure full participation of a person or group. (Canadian Human Rights Commission)

##### **4.b.i. Do you currently receive accommodation for a disability in your current position?**

- Yes
- No
- Prefer not to answer

##### **4.b.ii. Would you request accommodation from your employer if needed?**

- Yes
- No
- Prefer not to answer

**3. In the previous section, you identified as being a person with a disability. We would like to allow you to clarify your response. Please specify how we may support or accommodate you to help you participate fully in the workplace.**

Prefer not to answer

## COMMENTS

To assist with ongoing employment equity work, we may ask designated group members and other employees to participate in various activities (e.g., committees, focus groups) on occasion to provide feedback on our employment equity initiatives.

### 1. Would you like to be contacted by HR to inform and support our employment equity initiatives?

- Yes (go to question 1a)
- No (go to Question 2)
- Prefer not to answer (go to Question 2)

1a. Please enter your email here:

**NOTE:** Providing your email will not reveal your responses to the survey. Only your email address will be provided to UrtheCast

### 2. Do you have any comments, feedback or suggestions that you would like to share now that may help inform our employment equity initiatives?

- Yes (go to question 2a)
- No (go to Thank You page)
- Prefer not to answer (go to Thank You page)

### 2a. Please use the comment box below to enter your additional comments as it relates to informing UrtheCast's employment equity initiatives

*Please note that your response cannot exceed 500 characters.*

- Text box
- Prefer not to answer



**Thank-You - you've come to the end of the survey!**

By pressing 'Submit' I agree to share this information with the Labour Program of Employment and Social Development Canada (ESDC) for the purpose of complying with employment equity legislation under the Federal Contractors Program.

## Federal Contractors Program Report of the First Compliance Assessment

**Employer Name:** UrtheCast Corp.

**Primary Location:** Vancouver, British Columbia

**Number of Employees:** 96 employees located in Vancouver, BC.

**Organization Overview:**

NAICS 5417 - Scientific research and Development Services.

UrtheCast Corp. is an earth observation company known for putting two cameras on the International Space Station. It produces Earth-imaging systems for geospatial analysis.

**Key Dates – First Year Assessment**

Initiated: 2017-12-13

Received: 2017-12-13

Workforce 2017-11-09

Analysis:

**COLLECTION OF WORKFORCE INFORMATION**

	#	%
Number of Surveys Handed Out:	105	100
Number of Surveys Returned:	98	93.3
Number of Completed Surveys Returned:	98	93.3

- 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 workforce survey was done with self-identification questionnaire that did not include the element requirement:

- The questionnaire indicates that it is available in alternate formats

An updated questionnaire with all the mandatory requirements was received in May 2018. It is recommended that the organization communicate to employees the availability of the self-identification questionnaire so that employees are aware of the most recent version of the workforce survey tool.

**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 contractor changed the WFA from 'default EEOG' to NOC for EEOG 02 where the majority of employees are under NOC 0211 and 0213. This is acceptable given that out of a total of 33 employees in this EEOG, 17 employees are under NOC 0213 (*Computer and information systems managers*) and nine employees are under NOC 0211 (*Engineering managers*).

Furthermore, UrtheCast Corp. is a small company specialized in Earth-imaging systems for geospatial analysis and proceed by promotions to fill out these positions more than hiring.

Note: If the WFA is set up as default for Women, the gap represents -7 and the availability is at 38.9 %.

**SUMMARY OF GOALS**

**Women**

Workforce Analysis Results			Goals		Representation	LMA
Employment Equity Occupational Group (EEOG)		Present Gap	Short-term	Long-term		
#	Description		#	(1 to 3 years)	(3+ years)	%
01	Senior Managers	-1	30	28	14.3	27.4
02	Middle & Other Managers	-7	27	27	18.2	38.9
03	Professionals	-3	25	21	13.3	20.6

**Observations:**

- The contractor changed the WFA from 'default EEOG' to NOC for EEOG 02 where the majority of employees are under NOC 0211 and 0213. This is acceptable given that out of a total of 33 employees in this EEOG, 17 employees are under NOC 0213 (Computer and information systems managers) and nine employees are under NOC 0211 (Engineering managers). Furthermore, the contractor fills out these positions vacancies through promotion more than hiring.

If the WFA is set up as default for women, the gap represents -7 and the availability is at 38.9 %.

**Aboriginal Peoples**

The organization does not have any gaps for this designated group.

**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)	%
01	Senior Managers	-1	12	11	0.0	10.1
03	Professionals	-1	40	36	33.3	35.7
07	Administrative & Senior Clerical Personnel	-1	40	36	0.0	35.3
10	Clerical Personnel	-1	50	43	25.0	42.3

Observations:

- All goals are slightly higher than the availability but attainable.

**Persons 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)	%
03	Professionals	-2	5	4	0.0	3.8

Observations:

- Both short term and long term goals are slightly higher than the availability but attainable.

**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:

- The self-identification questionnaire used to survey the workforce was missing one requirement. Given that an updated questionnaire is available after the survey was completed, we recommend that the organization do a follow up with employees that did not respond to the survey.
- If not done already, it may be beneficial for UrtheCast Corp. to develop relationships with colleges and universities to identify qualified students that are part of a designated group as potential employees through the use of internships or permanent employment where vacancies arise.

**Name of Analyst:** Sylvie Fortin (completed by Neeta Dhillon)

**Date:** October 10, 2018

**Subject: Government of Canada Agreement Number: 10000538 – Notification of Compliance with the Federal Contractors Program**

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

Dear Wade Larson:

I am writing to inform you that the compliance assessment initiated on January 26<sup>th</sup>, 2018 has been completed. As a result of the assessment, UrtheCast Corp. 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 the UrtheCast Corp. employment equity program.

- The self-identification questionnaire used to survey the workforce was missing one requirement. Given that an updated questionnaire is available after the survey was completed, we recommend that the organization do a follow up with employees that did not respond to the survey.
- If not done already, it may be beneficial for UrtheCast Corp. to develop relationships with colleges and universities to identify qualified students that are part of a designated group as potential employees through the use of internships or permanent employment where vacancies 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. The next assessment will be initiated on January 26<sup>th</sup>, 2021. Future compliance assessments will focus on the achievement of reasonable progress in meeting the goals established in your organization's initial or updated employment equity submission.

When UrtheCast Corp. 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, UrtheCast Corp. 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 the Workplace Equity Team at [ee-eme@hrsdc-rhdcc.gc.ca](mailto:ee-eme@hrsdc-rhdcc.gc.ca).

Your cooperation during the course of this compliance assessment was appreciated and we wish UrtheCast Corp. 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!



**Pages 6156 to / à 6161  
are withheld pursuant to section  
sont retenues en vertu de l'article**

**20(1)(b)**

**of the Access to Information Act  
de la Loi sur l'accès à l'information**