



CFMWS Employment Equity Self-Declaration Survey

Be counted. Be proud.

INSTRUCTIONS

- The self-declaration survey gives employees the opportunity to “self-identify”, or declare, based on their understanding of the definitions, that they are a member of one or more of the designated groups.
- The survey collects information on the composition of our workforce in order to comply with Employment Equity (EE) legislation. The results assist in facilitating the planning, reporting and implementation of EE initiatives.
- Responses to the questions are voluntary, however, all employees must complete the survey, regardless of when they last self-identified. Each question has the option “prefer not to answer”.
- If you need more information or require assistance in completing this survey, please contact your local Human Resources office.
- You may self-declare as belonging to both the Indigenous Peoples group and the Visible Minorities group only if you are of mixed ancestry such as having a parent who is Indigenous and a parent who belongs to a visible minority group.

Designated groups:

Women are members of a designated group under the Employment Equity Act (EEA).

Aboriginal Peoples means persons who are Indians, Inuit or Métis

Visible Minority means persons, other than Aboriginal peoples, who are non-Caucasian in race or non-white in colour

Person with a disability means persons who have a long-term or recurring physical, mental, sensory, psychiatric or learning impairment and who

(a) consider themselves to be disadvantaged in employment by reason of that impairment, or

(b) believe that a employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment,

and includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace

For more information on the designated groups, please see Annex A.



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PROTECTED B (WHEN COMPLETED)

THE SELF-DECLARATION SURVEY

Family Name: _____

Employee Number: _____

Given Name and Initial: _____

Date: _____

Base/Wing/Unit: _____

Signature: _____

Women:

Do you self-identify as a woman?

Yes

No

Prefer not to answer

Indigenous:

Do you self-identify as an Indigenous person?

Yes

No

Prefer not to answer

Visible Minority:

Do you self-identify as a visible minority?

Yes

No

Prefer not to answer

Person with a disability:

Do you self-identify as a person with a disability?

Yes

No

Prefer not to answer

I acknowledge and understand by agreeing and submitting this survey, that my information will be used for data collection and Employment Equity initiatives.

Privacy Notice Statement:

The Personal Information collected in this Survey is collected by the Staff of the Non-Public Funds, Canadian Forces pursuant to Order in Council P.C. 1978-2495, the Employment Equity Act, and the Canadian Human Rights Act. The information collected in the questionnaire is confidential and will only be used by or be disclosed to other persons within the employer's organization in order for the employer to carry out its obligations under the Act.

If you require clarification about this statement, contact our privacy coordinator at ATIP.AIPRP@cfmws.com. For more information on the Privacy Act, consult the Office of the Privacy Commissioner of Canada.

Please return to your local HR office.



ANNEX A

Indigenous

An Indigenous person is a North American Indian or a member of a First Nation, Métis, or Inuit. North American Indians or members of a First Nation include status, treaty or registered Indians, as well as non-status and nonregistered Indians.

Visible Minority

A person in a visible minority group in Canada is someone (other than an Indigenous person) who is non-Caucasian in race or non-white in colour, regardless of place of birth or citizenship. Examples of visible minority groups include:

- Black
- Chinese
- Filipino
- Japanese
- Korean
- Non-White Latin American (including: indigenous persons from Central and South America, etc.)
- Non-White West Asian, North African or Arab (including: Egyptian; Libyan; Lebanese; Iranian; etc.)
- Person of Mixed Origin (with one parent in one of the visible minority groups)
- South Asian/East Indian ((including: Indian from India; Bangladeshi; Pakistani; East Indian from Guyana, Trinidad, East Africa; etc.)
- Southeast Asian (including: Burmese; Cambodian; Laotian; Thai; Vietnamese; etc.)

Person with a disability

A person with a disability has a long-term or recurring physical, mental, sensory, psychiatric or learning impairment, and considers themselves to be disadvantaged in employment by reason of that impairment, or, believes that an employer or potential employer is likely to consider them to be disadvantaged in employment by reason of that impairment. It includes persons whose functional limitations owing to their impairment have been accommodated in their current job or workplace. A disability may be visible or invisible. Examples of disabilities are listed below:

- **Co-ordination or Dexterity**(difficulty using hands or arms such as grasping objects or using a keyboard, etc)
- **Mobility** (difficulty moving around from one office to another or using stairs, etc)
- **Blind or visually impaired** (unable to see or difficulty seeing – but do not include yourself if you can see well with glasses or contact lenses)
- **Deaf or hard of hearing** (unable to hear or hard of hearing)
- **Speech** (aphasia, etc)
- **Non-visible physical impairment** (diabetes, epilepsy, etc)
- **Other disability** (post-traumatic stress disorder (PTSD), learning disability such as dyslexia, developmental and all other types of disabilities, anxiety disorder, depression, etc)