

# IDENTIFICATION QUESTIONNAIRE EQUAL ACCESS TO EMPLOYMENT

*under the Act respecting equal access to employment in public bodies*

## CONFIDENTIAL WHEN COMPLETED

The *Act respecting equal access to employment in public bodies* came into force on April 1, 2001. It is intended to ensure equal representation of the groups that frequently encounter discrimination in employment. It requires some public bodies to analyse their workforce and to determine, for each type of occupation, the number of persons who belong to each of the target groups, namely women, Aboriginal peoples, visible minorities, ethnic minorities and, since December 17, 2005, handicapped persons.

The object of this questionnaire is to identify the persons in each target group to allow a subsequent check to be made to see if they are represented in sufficient proportions in the various occupations within the public body.

The information gathered during this identification process will be used only for the purposes of the Act, will remain strictly confidential and will be made available only to the persons responsible for applying the equal access to employment program.

The information will be used, more specifically, to implement measures, evaluate the progress made and report the representation of the target groups in our public body to the Commission des droits de la personne et des droits de la jeunesse.

Women and handicapped persons may belong to more than one target group (for example: woman, handicapped person and visible minority). However, the definitions of Aboriginal peoples, visible minorities and ethnic minorities are mutually exclusive, meaning that a single person may belong to only one of these three groups.

Persons who belong to none of the target groups must report this by entering "NO" as the answer for each group.

If you have any questions or comments, please contact ...(name and contact details of the person responsible for equal access within the public body).

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IDENTIFICATION	VISIBLE MINORITIES	ETHNIC MINORITIES
<p><b>Date :</b></p> <p><b>Name :</b></p> <p><b>Occupation :</b></p> <p><b>Identification number (if applicable) :</b></p> <p><b>Establishment :</b></p> <p><b>Department/Service :</b></p> <p><b>Other division :</b></p>	<p>Members of visible minorities are persons, other than Aboriginal peoples, who are non-white in colour/race.</p> <p>For instance, the following persons may be considered to belong to a visible minority within the meaning of the Act: <i>(please note that this list is non-exhaustive)</i></p> <ul style="list-style-type: none"> <li>- Blacks (Africans, Haitians, Jamaicans, etc.);</li> <li>- South Asians (Bengalis, Tamils, Indians of India, etc.);</li> <li>- Chinese (from Hong Kong, China, Mongolia, etc.);</li> <li>- Koreans;</li> <li>- Japanese;</li> <li>- Southeast Asians (Vietnamese, Cambodians, Thais, Laotians, etc.);</li> <li>- Filipinos;</li> <li>- other Pacific Islanders;</li> <li>- West Asians and Arabs (Armenians, Iranians, Lebanese, Moroccans, Egyptians, Turks, etc.);</li> <li>- Latin Americans (Brazilians, Colombians, Cubans, Peruvians, Guatemalans, etc.).</li> </ul>	<p>Members of ethnic minorities are persons, other than Aboriginal peoples and members of visible minorities, whose mother tongue is neither French nor English.</p> <p>For the purposes of this questionnaire, your mother tongue is the language that you first learned in your childhood and that you must still understand to belong to an ethnic minority. In addition, that language must not be either French or English.</p> <p>Here are some examples of mother tongues of persons who may be considered to belong to an ethnic minority within the meaning of the Act: <i>(please note that this list is non-exhaustive)</i></p> <ul style="list-style-type: none"> <li style="width: 50%;">- German;</li> <li style="width: 50%;">- Polish;</li> <li style="width: 50%;">- Bulgarian;</li> <li style="width: 50%;">- Portuguese;</li> <li style="width: 50%;">- Spanish;</li> <li style="width: 50%;">- Romanian;</li> <li style="width: 50%;">- Greek;</li> <li style="width: 50%;">- Russian;</li> <li style="width: 50%;">- Hungarian;</li> <li style="width: 50%;">- Ukrainian.</li> <li style="width: 50%;">- Italian;</li> </ul>
<b>SEX</b>		
<input type="checkbox"/> Female <input type="checkbox"/> Male		
<b>ABORIGINAL PEOPLES</b>		
<p>For the purposes of the Act, Aboriginal peoples are Indians, Inuit or Métis of Canada.</p> <p><b>Do you belong to the Aboriginal peoples of Canada?</b></p> <p style="text-align: center;"><input type="checkbox"/> YES    <input type="checkbox"/> NO</p>	<p><b>Do you belong to a visible minority?</b></p> <p style="text-align: center;"><input type="checkbox"/> YES    <input type="checkbox"/> NO</p>	<p><b>Do you belong to an ethnic minority?</b></p> <p style="text-align: center;"><input type="checkbox"/> YES    <input type="checkbox"/> NO</p>

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**HANDICAPPED PERSONS**

The Act to secure handicapped persons in the exercise of their rights with a view to achieving social, school and workplace integration (R.S.Q., c. E-20.1, section 1) defines a “handicapped person” as:

“...a person with a deficiency causing a significant and persistent disability, who is liable to encounter barriers in performing everyday activities.”

In other words, a handicapped person is a person :

- with a **deficiency** (the loss, malformation or insufficiency of an organ or bodily structure, present from birth or that occurs during the person’s lifetime)
- causing a **significant** (of a degree of severity or gravity that makes it impossible to restore the person’s capacities through the use of prostheses such as glasses, contact lenses, or hearing aids, or orthoses such as orthopaedic inserts or shoes)
- and **persistent** (not expected to disappear)
- **disability** (a reduced ability to function in intellectual, psychological, physiological or anatomical terms in a way or within limits considered to be normal)
- who is liable to encounter **barriers in performing everyday activities.**

For instance, the following examples illustrate situations in which persons who have significant and persistent disabilities may experience limitations in the workplace: *(Please note that this list is non-exhaustive and that the examples do not constitute legal definitions)*

- difficulty using hands or arms, for example, grasping or handling a stapler or using a keyboard;
- difficulty moving around from one office to another or up and down stairs, etc.;
- inability to see or difficulty seeing, excluding use of glasses or contact lenses;
- inability to hear or difficulty hearing;
- inability to speak or difficulty speaking and being understood;
- difficulty driving a non-adapted vehicle;
- difficulty functioning mentally or intellectually.

**In light of the above, are you a handicapped person?**

YES

NO