

## Equity Census – Frequently asked questions

### Why should I complete the Equity Census?

Your participation is key. It will help us create the accurate data we need to best serve our diverse customers and communities across Canada, to remain as a Canadian employer of choice, and to build a work environment where everyone feels welcome and valued.

### Can I request a different survey format?

If you require an accommodation to complete the survey please contact us at [diversity.diversite@canadapost.ca](mailto:diversity.diversite@canadapost.ca).

### Will my Equity Census information be kept confidential?

Yes, the information you provide will remain confidentially stored and is only used in aggregated data and does not include any individual names.

The information is confidential and is protected by *Canada's Employment Equity Act*, the *Privacy Act* and Canada Post's Information Security Policy.

### Who will have access to my information?

Similar to your banking information, your Equity Census information is kept separate from your employee file and is locked with restricted access for necessary users. Only a limited number of members from the Human Resources team have access to view this data. Also, as per the *Employment Equity Act*, this data is pulled for employment equity purposes only and pulled in aggregated form.

### Why do I need to provide my name and employee number on the Equity Census form?

Canada's employment equity legislation requires employers to ensure there is a way of identifying, on the survey form, the employee who returns it, whether by name, employee number or other means. This is required for validation purposes, for example that there is no duplicate information. It also allows responses to be linked to job type at a group level – for example, the proportion of letter carriers who are women.

### Do questions on race or disability violate my privacy or any laws?

No. Under *Canada's Employment Equity Act*, federally regulated employers, which includes Crown corporations like Canada Post, must survey their workforce to determine the number of employees who identify as one or more of the following designated groups: "Aboriginal peoples," "persons with disabilities" and "members of visible minorities." The Act outlines the language, terminology and definitions that must be used in the survey.

### How will the Equity Census information be used?

The Equity Census information will be used to create statistics about the composition of our workforce. It will help us assess designated group representation at different occupational levels, and compare it with Canadian labour market information so we can work toward similar representation. Your information will be grouped with other employees' data and reported in aggregate format (which is a reporting method that prevents individuals from being identified) to Employment and Social Development Canada as required under the *Employment Equity Act*.

### Who will be surveyed?

All employees (active and inactive) are asked to voluntarily participate. Some people may think if they are not a member of a visible minority or if they have completed the survey in the past that there is no need to complete the survey, but this is not the case. We encourage everyone to count themselves in, which will help ensure our data is as accurate as possible.

### Do I identify myself even if I was born in Canada or I am a Canadian citizen?

Yes, the census survey is not about your citizenship but identity.

### I am of mixed ancestry. How do I identify myself?

Identify yourself with the racial group that you feel most reflective of.

### Can I identify as a member of more than one designated group (for example, as a member of a visible minority with a disability)?

Yes. The survey includes definitions and allows you to identify as one or more of the designated groups.

### What is defined as a disability for employment equity purposes?

Disability is defined as a persistent or episodic physical, sensory, or mental health condition and/or functional limitation. Disability includes both visible and hidden conditions and/or limitations that may impact vision, hearing, mobility, flexibility, dexterity, pain, learning, developmental, mental/psychological, and memory. A more robust list is included in the Equity Census.

### Should I still complete the Equity Census even if I am already receiving workplace accommodation for a disability?

Yes.

### Why doesn't the Equity Census include a question on gender?

Information on gender is collected in formats other than the Equity Census.