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Working Towards the Advancement of Employment Equity in Department of National Defence

**ANNUAL CIVILIAN EMPLOYMENT EQUITY REPORT
EDITION 2013-14**

ADM (HR-Civ) • Civilians in Defence

Assistant Deputy Minister (Human Resources - Civilian)

Director General Workplace Management (DGWM)

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Canada 

Working Towards the Advancement of Employment Equity in Department of National Defence

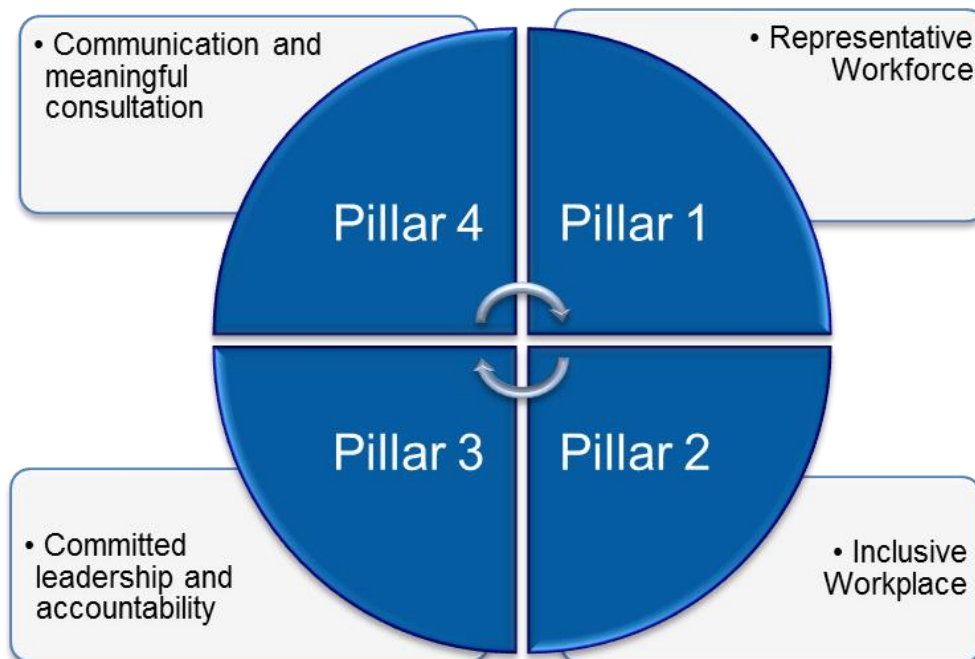
Introduction

The Department of National Defence (DND) is committed to creating a workplace that is fair, respectful, inclusive and supportive of diversity, and a workforce that is reflective of Canada's population. A diverse workforce and inclusive work environment strengthen the Defence Team and contribute to the achievement of the Defence priorities and the Canada First Defence Strategy (CFDS).

The Annual Civilian Employment Equity Report will serve to measure departmental progress and to ensure that the Department is continuing to meet its commitment and obligations under the *Employment Equity Act*. Partnered with the [Civilian Employment Equity Plan \(CEEP\) 2014-2017](#), launched 01 April 2014, DND is now able to more effectively plan and measure employment equity progress.

In order to ensure that progress is aligned to departmental goals outlined in the CEEP, the Annual Civilian Employment Equity Report employs the same structure as further detailed in the figure below.

Civilian Employment Equity Plan 2014-17



Pillar 1: Representative Workforce

Civilian EE Program Management Progress

- Through the Headstart Program, financial support was provided to Environmental Commands (ECS)/L1 organizations in order to promote the appointment of Aboriginal and visible minority students across DND. In addition to the 11 Aboriginal and visible minority students that participated in the Headstart Program in FY 2013-14, ECS/L1 organizations offered valuable work opportunities to many other students within these designated groups.
- A study of the Self-Identification Program was completed in FY 2013-14 to gain a better understanding of the factors that influence whether or not designated group members choose to self-identify and to determine the extent to which civilian employees are aware and knowledgeable of the purpose and benefits of self-identification. The official results stemming from the Self-Identification Study are expected in FY 2014-15 by Director General Military Personnel Research and Analysis (DGMPRA).
- In order to modernize and simplify the self-identification process, functionality within HRMS was explored and will be introduced in 2014 to allow civilian employees to view and update their self-identification information directly within the self-service application.

ECS/L1 Best Practices

Many ECS/L1 organizations reported that due to budgetary restrictions limiting staffing and recruitment initiatives, energy was instead focused on increasing self-identification return rates. The following initiatives also succeeded in addressing the goal of a representative workforce.

- The Royal Canadian Navy (RCN) augmented their EE Trades Orientation Program (EE TOP) to include Base Foods personnel. This program was primarily aimed for Aboriginal youth; however, it is now open to other designated groups.
- RCN has also developed a program, entitled “Women in Technology”, in order to increase awareness of significant gaps for women within the CS occupational group and to provide cooperative education placements for five female computer science students.
- ADM (Public Affairs) (ADM(PA)) developed an “Engagement Strategy – Reaching Out to Visible Minorities”. The strategy outlines the need to leverage opportunities that will allow DND/Canadian Armed Forces (CAF) speakers to communicate about diversity within DND/CAF to further support recruitment efforts.

DID YOU KNOW?

According to data obtained from the Public Service Commission (PSC), DND made 46 EE staffing appointments in FY 2013-14. The report [“Appointments to the Public Service by Employment Equity Designated Group for 2012-2013 – Statistical Update”](#) provides information on appointments to the public service by EE designated groups for 2012-

Pillar 2: Inclusive Workplace

Civilian EE Program Management Progress

- A review of EE content provided within departmental training has begun including enhancements made to the EE module within the Managing Civilian Human Resources course, which will be available online as of fall 2014.
- In June 2013, DND/CAF submitted their joint input to the [Annual Report on the Operation of the Canadian Multiculturalism Act](#) to Citizenship and Immigration Canada (CIC). The 2012-2013 report was the 25th report to Parliament since the Act received Royal Assent.

ECS/L1 Best Practices

- ADM (Material) (ADM(Mat)) converted an office space into a Multi-Faith room where employees of all faiths can go to pray, meditate, and/or practice spirituality.
- ADM (Infrastructure and Environment) (ADM(IE)) developed a new online course entitled “Introduction to Aboriginal Consultations in DND/CAF” which was launched in April 2013. This course is designed to improve consistency of due diligence for consultation with Aboriginal groups with regards to infrastructure and land development.
- ADM(MAT) held a cross-cultural communication workshop in November 2013 for both civilian and military employees. This workshop provided awareness of communication differences between cultures in the workplace and guidance on how to handle conflicts that may arise.
- Canadian Joint Operations Command (CJOC)/Joint Task Forces (North) (JTFN) conducted awareness training by inviting speakers to present on the impact of the Residential School System on the North and the Aboriginal culture.
- Royal Canadian Air Force (RCAF) developed and offered a “lunch and learn” event entitled “Neutralizing Stereotypes thru Education” for the International Day for the Elimination of Racism.
- Chief Review Services (CRS) promoted cultural awareness by organizing a pot luck celebrating Chinese New Year where employees could sample traditional Asian food. As well, during the holiday season, CRS staff was invited to participate in a holiday trivia contest which featured trivia questions on holiday traditions/customs of a wide variety of cultures.
- ADM(MAT) supervisors attended lunch and learn sessions, co-hosted by Health Promotion/Canadian Forces Support Unit (Ottawa) (CFSU(O)) and delivered by the Joint Learning Program (JLP), on topics such as: Respecting Differences and Anti-Discrimination; Employment Equity; Creating a Harassment Free Workplace; and Duty to Accommodate: Building an Inclusive Workplace.

DID YOU KNOW?
The online course: [Performance Management for the Government of Canada for managers and supervisors](#) provides information on creating an inclusive workplace by addressing issues such as harassment, discrimination and accommodation.

Pillar 3: Committed Leadership and Accountability

Civilian EE Program Management Progress

- Personalized “in-briefs” and strategic roadmaps were developed and provided to existing and incoming Champions in order to support their orientation and engagement. This included a detailed description of the role and pertinent points of engagement to further advance the DND/CAF EE and diversity programs.
- The Defence EE Champions and the Directorate of Diversity and Well-Being (DDWB) have committed to ensuring representation at the Treasury Board Secretariat (TBS) Champions and Chairs Committees (CCC).
- The Canadian Human Rights Commission (CHRC) completed its departmental EE audit and the official audit report was received on 20 March 2014. Even though DND demonstrate compliance with the nine statutory requirements of the *Employment Equity Act*, CHRC stated that progress is still needed to address representation gaps for women and members of visible minorities.

DID YOU KNOW?

Champions and Chairs Committees are there to support EE objectives, networking, sharing EE best practices among Departments and Agencies as well as for Treasury Board Secretariat to communicate trends, advice, guidance, changes to EE and Diversity within the Public Service.

ECS/L1 Best Practices

- ADM (Science & Technology) (ADM(S&T)), has established two EE Working Groups in order to address representation of members of visible minorities and of women in Science, Technology, Engineering, Mathematics and Management (STEMM). These working groups have developed EE Action Plans, detailing hiring practices to increase representation which have been subsequently approved by senior management at Research and Development Executive Committee (RDEC).
- RCN encouraged increased recognition of serving Defence Advisory Group (DAG) members through certificates, letters of appreciation, and other culturally acceptable forms of recognition (e.g. Eagle Feather presentation).

DID YOU KNOW?

Exceptional individuals or teams can be honoured for their contribution to the advancement of their communities by being nominated in one of the four external awards, endorsed by the Department:

- *Paul Yuzyk Award for Multiculturalism*
- *Governor General’s Awards in commemoration of the Persons Case (Women)*
- *Indspire Award (Aboriginal Peoples)*
- *Centennial Flame Research Award (Persons with Disabilities)*

Pillar 4: Communication and Meaningful Consultation

Civilian EE Program Management Progress

- Consultation café sessions were held with EE stakeholders in order to receive feedback on the draft CEEP prior to its official launch on 01 April 2014.
- An Orientation Guide for new and current DAG Co-chairs was co-developed between DDWB and the Directorate of Human Rights and Diversity (DHRD) in order to assist them in understanding their role, and responsibilities, and to provide information pertinent to effectively carrying out the function (i.e. EE policies and related legislation, co-chairing meetings, conflict resolution, commemorative events).

ECS/L1 Best Practices

- ADM(PA) linked to the Privy Council Office's (PCO) daily newsfeed "Overview of Multicultural Media" and made this information accessible to all of DND/CAF. The overview provides all civilian employees and military members with access to current affairs/issues that are of interest to ethnic communities throughout Canada.
- ADM(MAT) held the Materiel Group EE Working Group twice in FY 2013-14 in order to discuss issues, develop plans and implement EE activities. An orientation presentation on EE is currently being developed as a training tool for new EE Officers within ADM(MAT).
- Within RCN, the EE Officer for Maritime Forces Atlantic (MARLANT) is a crucial component of the newly formed Communications Advisory Committee and Public Affairs Coordination Team which carries out all outreach communications activities for MARLANT.
- RCN developed an EE and diversity speakers' database that provides management in MARLANT with easy access to community leaders and organizations who can speak to their workforce in support of EE initiatives.
- Chief Military Personnel (CMP) held a "Director's Hour" session within their organization with the emphasis on fostering open dialogue and maintaining a positive sensitization to EE, diversity, ethics and harassment.
- RCAF granted permission to a local DAG for Aboriginal Peoples to utilize a fire pit in a Wing hall to conduct a smudging ceremony.

DID YOU KNOW?

In 1994 the Deputy Minister (DM) endorsed the establishment of the following DAGs to facilitate the conversation with civilian employees and military members representing the four designated groups:

- *[Defence Women's Advisory Organisation;](#)*
- *[Defence Aboriginal Advisory Group;](#)*
- *[Defence Visible Minority Advisory Group;](#) and*
- *[Defence Advisory Group for Persons with a Disability.](#)*

Contributions to Employment Equity

As part of the departmental [Corporate Awards and Recognition Program](#), the following individuals were honoured at this year's Corporate Awards Ceremony for their exceptional contribution to the achievement of employment equity in the workplace.

★ Swithin D'Souza | Vice Chief of the Defence Staff (VCDS)



Swithin D'Souza is commended for his tireless contribution and personal commitment to Employment Equity and Diversity within, and outside of, the Department. For five years, Mr. D'Souza has gone above and beyond his duties as the Civilian Co-chair of the National Capital Region (NCR) Defence Visible Minority Advisory Group (DVMAG). As a result of his remarkable initiative, effort, and dedication to the group, member numbers of DVMAG have grown exponentially. Mr. D'Souza's involvement in external events has enhanced the understanding and acceptance of employees and members of visible minorities. His significant devotion has fostered greater knowledge and awareness and thus, building an inclusive workplace in Defence.

★ William Stewart | RCN



William Stewart is commended for his significant contribution to raising awareness of Aboriginal Peoples and their culture in MARPAC. For more than a decade, Mr. Stewart's selfless dedication, and years of voluntary work with the Defence Aboriginal Advisory Group (DAAG), has strengthened relationships with First Nations communities and the Royal Canadian Navy. His work has been the catalyst for demonstrating MARPAC's commitment to employment equity programs and Aboriginal representation. His loyalty to the Royal Canadian Navy and the well-being of sailors is demonstrated by his dedication of the Traveling Song to DND. This deeply personal song appeared to him in a vision and is performed during Maritime Forces Pacific Aboriginal Awareness Week as well as at many other internal and community events.

Looking Ahead

As detailed within this report, FY 2013/14 has been marked by a number of initiatives and successes towards the advancement of employment equity including various efforts designed to eliminate employment barriers affecting members of the four designated groups.

Moving forward in FY 2014/15, the CEEP focuses on key initiatives such as the introduction of self-identification on-line functionality and the revision to the departmental employment equity governance structure. In addition to these initiatives, ECS/L1 organizations are encouraged to continue leading the way towards the departmental commitment of a representative workforce and an inclusive workplace.