

# Understanding the process of self-identification to groups targeted by equal access to employment programs

Contract Compliance Program  
for companies (CCP)

If your employer is asking you to fill out this questionnaire, it is because they have committed to implementing an Equal access to employment program and need to collect certain information for its application. The objective of this program is to correct the situation of people who belong to groups that have historically been victims of discrimination in employment.

## Section 1 – Frequently asked questions about the self-identification questionnaire

### 1. Why should I self-identify?

- a. To ensure fair representation of people from groups that are discriminated against in employment, in all fields or types of employment within an organization.
- b. To identify and eliminate any policies or practices in an employment system that may discriminate against one of the four groups targeted by the program.
- c. To introduce measures that help correct inequalities in the hiring or promotion process if I have the skills and qualifications required for a job.

### 2. Is the questionnaire discriminatory?

No, the self-identification questionnaire provided by the Commission is not discriminatory.

### 3. Can an employer demand that I self-identify?

No, an employer cannot demand that I self-identify with a group targeted by the program. Self-identification is a voluntary process and the information collected is confidential.

### 4. I am not comfortable with self-identification. What should I do?

I can return the questionnaire to my employer without self-identifying with any of these groups.

### 5. What happens if I choose not to self-identify with a target group?

I will not be able to seek a remedial measure from the program. However, I may choose to self-identify at a later date by filling out a new questionnaire.

# Section 2 – Definition of the four groups targeted by a Contract Compliance Program

## Woman

A person who identifies as a woman.

## Indigenous person

An indigenous person is a person who identifies with one of the following groups:

- First Nations (with or without status)
- Métis
- Inuit

## Visible minority

A person is considered to be a member of a visible minority because of their “race” or the colour of their skin.

### Examples :

- People from black communities
- Asians (Chinese, Filipino, Japanese, Korean, Burmese, Cambodian, Laotian, Thai or Vietnamese)
- South Asians (Indian, Bangladeshi, Pakistani, or East Indian from Guyana, Trinidad or Eastern Africa)
- West Asians and North Africans (Armenian, Egyptian, Iranian, Libyan, Lebanese, Moroccan or Turkish)
- Latin Americans or people from the Caribbean
- People born of a mixed union (one or both parents are from the above groups)

# Handicapped person

In Québec, a handicapped person is defined as follows<sup>1</sup>:

“...a person with a deficiency causing a significant and persistent disability, who is liable to encounter barriers in performing everyday activities.”<sup>2</sup>

This includes people:

- with an **autism spectrum disorder**<sup>3</sup>;
- with a **mental health condition** causing **significant and persistent disability**; and
- whose **disability is episodic or cyclical**.

**Examples of disabilities** that may represent barriers in the work environment for a handicapped person:

- Difficulty using their hands or arms, for example, to work at a keyboard
- Difficulty moving from one room to another, or up and down stairs
- Inability to see or difficulty seeing, not related to the use of eyeglasses or contact lenses
- Inability to hear or difficulty hearing
- Inability to speak or difficulty speaking and being understood
- Difficulty driving an inadequately adapted vehicle
- Difficulty communicating or relating to others
- Difficulty understanding instructions
- Difficulty in mobilizing the resources needed to learn and perform certain tasks

A person who identifies as a woman or as a person with a disability may also identify as belonging to another group, such as an Indigenous person or a visible minority.

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<sup>1</sup> Handicapped person as defined in the Act to secure handicapped persons in the exercise of their rights with a view to achieving social, school and workplace integration (chapter E-20.1).

<sup>2</sup> Precisions regarding the definitions:

- Impairment: an anatomical, histological or physiological damage to an organ system.
- Incapacity: the degree of limitation of an ability.
- Significant: a degree of severity or seriousness sufficiently great that one's ability to see, hear, walk, etc. is not recovered despite the use of prostheses or orthoses.
- Persistent: not expected to disappear; this includes episodic or cyclical disabilities.

<sup>3</sup> Autism spectrum disorder can affect many aspects of a person's development. It can impact their ability to communicate with or relate to other people, in addition to restricting their fields of interest.

# Learn more

## Information

- [Video on the self-identification process](#)
- [Equal access to employment programs page](#)
- [Act respecting equal access to employment in public bodies page](#)

## Contact us

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