



**Agreement Number: 060280**

February 9, 2016

Bruce Levitt  
President  
Levitt Safety Limited  
2872 Bristol Circle  
Oakville, Ontario, L6H 5T5

**Re: Federal Contractors Program - Notification of Compliance**

Dear Mr. Levitt:

I am writing to inform you that the compliance assessment initiated on June 23, 2014 has been completed. As a result of the assessment, Levitt Safety Limited has been found to be in compliance with the requirements of the Federal Contractors Program (FCP) for employment equity.

The purpose of this initial assessment was to verify that your organization has taken steps to achieve employment equity by surveying its workforce, conducting a workforce analysis, and setting hiring and promotion goals where gaps in the representation of the designated groups were identified.

Based on a review of the information submitted by your organization, you will find recommendations below for your consideration to ensure the ongoing success of Levitt Safety Limited's employment equity program.

- Ensure that employees are informed that a person can self-identify as a member of more than one designated group.
- It is advisable to inform employees that the workforce survey can be made available in alternate format (e.g., paper or large font).
- You are not required to set a goal for women in an occupational group where they are already represented at 50% or more.
- We acknowledge receipt of your explanation for only establishing a few goals and encourage you to hire and promote more designated group members as opportunities arise.

Under the terms of the FCP, your organization may be selected for a subsequent compliance assessment four years after the award date of your initial goods or services contract and every three years thereafter. Future compliance assessments will focus on the achievement of reasonable progress in meeting the goals established in your organization's initial employment equity submission.

Should Levitt Safety Limited be notified of a follow-up assessment, the following information will be required:

- a completed Achievement Table;
- a current workforce analysis; and
- revised goals for any remaining gaps in representation.

These documents will allow the Labour Program to assess whether or not reasonable progress has been made since the first assessment. If over the three year period reasonable progress has not been made, Levitt Safety Limited will be required to demonstrate that it has made reasonable efforts to achieve its goals. We encourage your organization to develop an action plan to ensure that goals will be met.

The FCP does not prescribe measures to be undertaken. Each federal contractor is encouraged to implement employment equity in ways that are meaningful and relevant to their organization. Evidence of reasonable efforts could include:

- the implementation of initiatives to foster a diverse and inclusive workplace;
- measures to remove employment barriers;
- tailored programs to attract and retain designated group members in areas where they are under-represented; and
- the establishment of accountability mechanisms supported by senior management to ensure that goals are met.

Finally, you will find attached a summary of your organizations' employment equity results for women, Aboriginal peoples and members of visible minorities compared to Wholesale trade industry and the overall Canadian labour market availability. Please note that currently the labour market availability at the industry level is not available for persons with disabilities.

Labour Program analysts are available to answer questions and provide guidance. You may also visit our website to access a number of tools. In particular, we encourage your organization to continue using the Workplace Equity Information Management System (WEIMS). WEIMS can assist you in generating your workforce analysis and contains other data analysis tools as well as a series of training modules.

Should you require any further information regarding your organization's obligations under the FCP, please contact us by email at [ee-eme@hrsdc-rhdcc.gc.ca](mailto:ee-eme@hrsdc-rhdcc.gc.ca).

Your cooperation during the course of this compliance assessment was appreciated and we wish Levitt Safety Limited continued success in achieving a diverse and inclusive workplace.

Sincerely,

A handwritten signature in blue ink that reads "Brigitte Savoie". The signature is written in a cursive style with a large, looped initial "B".

Brigitte Savoie  
Manager, Program Operations  
Employment and Social Development Canada - Labour Program

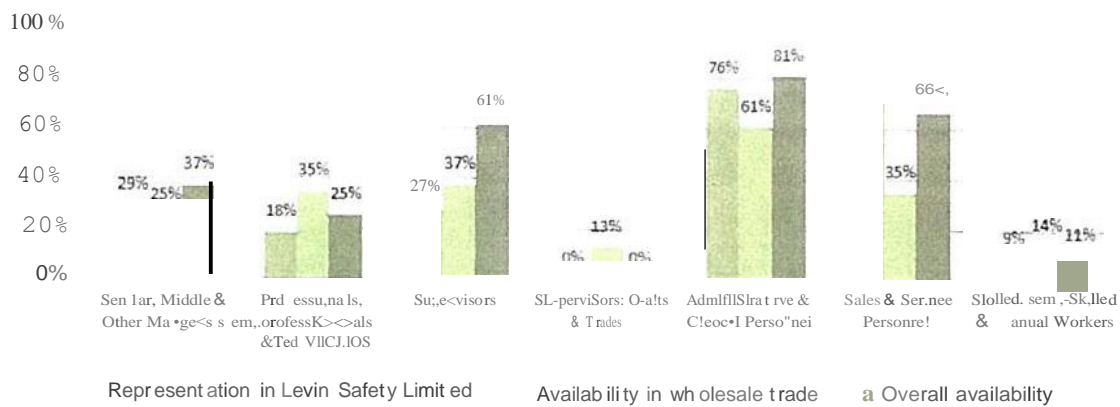
c.c.: Elizabeth Sekulovski, Human Resources Generalist & Benefits Administrator

## Summary of Levitt Safety Limited's Employment Equity Results

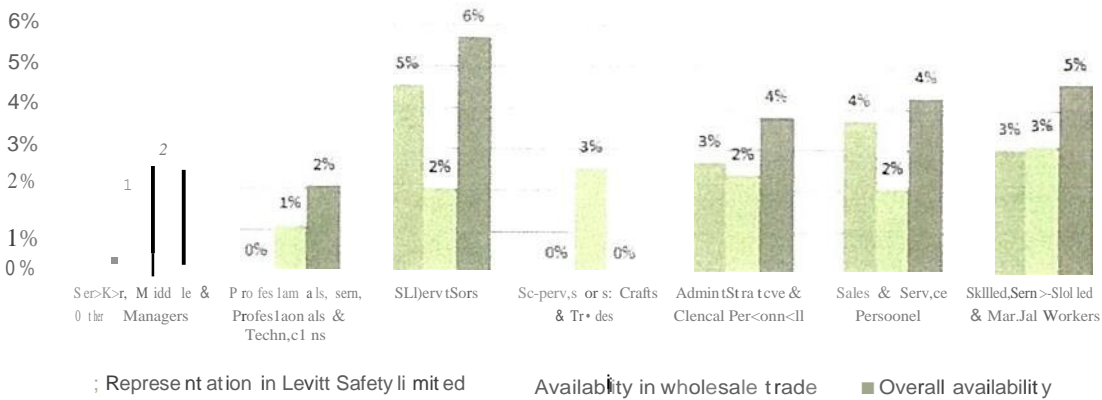
In the charts below, the representation of women, Aboriginal peoples and members of visible minorities at the overall and aggregated Employment Equity Occupational Group (EEOG) levels in Levitt Safety Limited based on your organization's submission are compared to Wholesale trade industry and the overall Canadian labour market availability.

**Note:** The Canadian labour market availability at the industry level for persons with disabilities is not currently available.

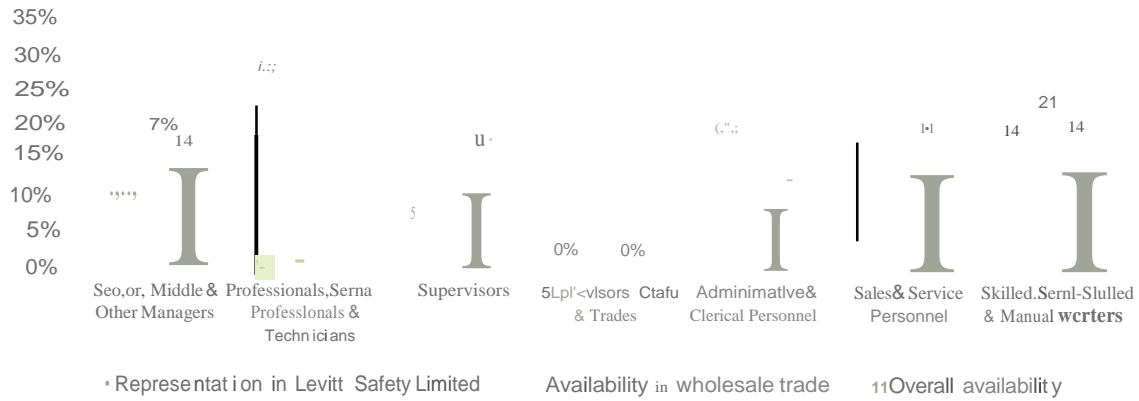
### Representation and Availability of Women by Aggregated Occupational Groups



### Representation and Availability of Aboriginal Peoples by Aggregated Occupational Groups



### Representation and Availability of Members of Visible Minorities by Aggregated Occupational Groups



### Representation and Availability by Designated Groups



The 14 EEOGs have been aggregated as follows:

- EEOG 1 Senior Managers and EEOG 2 Middle and Other Managers
- EEOG 3 Professionals and EEOG 4 Semi-Professionals and Technicians
- EEOG 5 Supervisors
- EEOG 6 Supervisors: Crafts and Trades
- EEOG 7 Administrative and Senior Clerical Personnel and EEOG 10 Clerical Personnel
- EEOG 8 Skilled Sales and Service Personnel, EEOG 11 Intermediate Sales and Service Personnel and EEOG 13 other Sales and Service Personnel
- EEOG 9 Skilled Crafts and Trades Workers, EEOG 12 Semi-Skilled Manual Workers and EEOG 14 Other Manual Workers



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Mr. Dermott corr  
President  
Levitt-safety Limited  
2872 Bristol circle  
Oakville, Ontario  
LGH 5T5

re: Federal Contractors Program - cert. t 60280

Dear Mr. Corr:

We have now concluded the review of Levitt-Safety Limited's Employment Equity Work Plan in accordance with the criteria of the Federal Contractors Program. The purpose of this review has been to ensure completion of specific activities considered essential to the development and implementation of a viable employment equity program.

In that regard I am pleased to say that we have found Levitt-Safety Limited in full compliance with all the requirements of the Federal Contractors Program. In fact, I must commend you and your Human Resources personnel for the comprehensiveness of the Work Plan and for the thorough and thoughtful approach which has been taken towards overall employment equity planning at Levitt-Safety Limited.

Approval of your Employment Equity Work Plan concludes the review of your company's progress in the first phase of implementing an employment equity program. Two years from now, regardless of further contracting activity with the federal government, Levitt-Safety will again be selected for another review. Compliance at that time will focus on implementation of your plan and the results achieved in the interim period.

As discussed with Mr. Paul Nicoletti and Ms. Joan Noble during Mr. Chowdhury's recent visit, it is essential that the Work Plan presented at this time be retained to serve as a base against which progress can be measured. It is also important that a record of all company activities pertaining directly and indirectly to employment equity be kept and made available to the compliance Review Officer at the next review so that a fair assessment of the company's good faith efforts can be made.

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**Canada**

