

EMPLOYMENT EQUITY REVIEW
MEMORANDUM OF UNDERSTANDING

BETWEEN

The Canadian Human Rights Commission
as represented by the Chief Commissioner

AND

The Department of

External Affairs

Definitions

1. In this Memorandum of Understanding,

"Commission" means the Canadian Human Rights Commission;

"designated group" means one of the four groups designated in the Employment Equity Act which are: women, aboriginal peoples, persons with disabilities and members of visible minorities;

"occupational category" means one of the 6 major categories listed in the Personnel Management Manual, Volume 3, Organization & Classification, Chapter 2-1, page 6;

"occupational group" means one of the 73 groupings of employees listed in the Personnel Management Manual, Volume 3, Organization & Classification, Chapter 2-1, page 6;

"employer" means The Department of External Affairs

"Employment Equity Fact Finding Questionnaire" means the two part document prepared by the Commission to be completed during the review process and is referred to hereafter as the Questionnaire;

"review officer" means the Commission's employment equity officer assigned to the review;

"employer representative" means any individual designated by the employer to handle the review on the employer's behalf;

"joint review" means an examination and assessment of an employer's employment equity analysis to determine where problems may exist in the employer's systems, policies and practices, and of the employment equity plan the employer has developed and/or implemented to respond to these problems;

"employment equity complaint" means a complaint citing section 10 of the Canadian Human Rights Act alleging that discrimination has taken place, based on the apparent underutilization of a designated group(s) as revealed by an employment equity report;

"employment equity report" means a report submitted pursuant to Treasury Board Guidelines regarding employment equity.