

# AN ONBOARDING GUIDE FOR EMPLOYERS

LEGISLATED  
EMPLOYMENT  
EQUITY PROGRAM

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Employment and  
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## Introduction

This Guide for new Employer Representatives under the Legislated Employment Equity Program (LEEP) will assist you in getting acquainted with employment equity and reporting requirements under the *Employment Equity Act*. LEEP supports the implementation of employment equity for the 4 designated groups:

- women
- Indigenous peoples
- persons with disabilities, and
- members of visible minorities

The Program applies to:

- federally regulated private-sector employers with 100 or more employees
- federally regulated Crown corporations with 100 or more employees, and
- other federal organizations with 100 or more employees

The Program supports employers by providing tools and guidance on implementing employment equity to help ensure their workforce is representative of the Canadian workforce. Employers who fall under LEEP include:

- private-sector employers
- Crown corporations, and
- other federal organizations

The Information in this Guide will direct you to employer resources and provide you with an understanding of how the Workplace Equity Team of the Labour Program can assist you.

Under each section of this Guide, you will find relevant links with comments on why the information may be important for you to review. The Guide recognizes that different Employer Representatives have varied roles in their organization regarding employment equity. As a result, we have structured this document with targeted information and advice.

The information is presented in a way that will allow new practitioners to get started on their journey with an understanding of the basic requirements under the LEEP. It also provides suggestions and helpful tips to implement meaningful initiatives that have demonstrated effectiveness over time.

Throughout this Guide, we identify who may be the best audience for the information provided based on the following ‘typical’ roles:

- **Annual Submission Practitioner** – This Employer Representative is responsible for preparing the representation and salary data for the annual employment equity submission. They will require access to the Workplace Equity Information Management System (WEIMS). This dedicated online application helps employers manage their data gathering and report filing.

#### Quick Links

- [Getting Acquainted with Employment Equity](#)
- [Role of the Workplace Equity Team in Supporting Employers](#)
- [Employer Resources](#)
- [Understanding the Workplace Equity Information Management System \(WEIMS\)](#)
- [Understanding Representation Gaps](#)
- [Understanding Pay Gap Reporting](#)
- [Exploring Equi'Vision](#)
- [Further Support](#)

- **Employment Equity Practitioner** – This Employer Representative may be assigned the employment equity portfolio for the first time and may require broader information on employer obligations. They are starting their employment equity journey looking to become informed on the topic. This individual likely supports the Diversity Champion in setting employment equity goals, identifying initiatives, and making progress. They may not be the representative who prepares the annual submission.

#### Quick Links

- [Role of the Workplace Equity Team in Supporting Employers](#)
- [Employer Resources](#)
- [Understanding Representation Gaps](#)
- [Understanding Pay Gap Reporting](#)
- [Understanding Key Employer Obligations](#)
- [Employer Audits: Role of the Canadian Human Rights Commission](#)
- [Examining Pay: Employment Equity versus Pay Equity](#)
- [Effective and Promising Practices in Employment Equity](#)
- [Exploring Equi'Vision](#)
- [Further Support](#)

- **Diversity Champion** - This Employer Representative is the person accountable to ensure their organization sets employment equity goals and makes progress. They may be looking for guidance on how to make progress, learning what initiatives get results.

#### Quick Links

- [Role of the Workplace Equity Team in Supporting Employers](#)
- [Understanding Key Employer Obligations](#)
- [Employer Audits: Role of the Canadian Human Rights Commission](#)
- [Examining Pay: Employment Equity versus Pay Equity](#)

[Effective and Promising Practices in Employment Equity](#)  
[Exploring Equi'Vision](#)

While this guide is presented with the above roles in mind, all employment equity practitioners may find the information throughout this guide useful.

## Getting Acquainted with Employment Equity

The following general information is relevant for the **Employment Equity Practitioner**.

Topic	Available Resources	Comments
General information	<a href="#">About the Workplace Equity Program - Canada.ca</a>	<p>General information on the Legislated Employment Equity Program (LEEP). This is a good starting point to understand the program.</p> <p>This link may also benefit the <b>Annual Submission Practitioner</b></p>
<p>The <i>Employment Equity Act</i></p> <p>The <i>Employment Equity Regulations</i></p>	<p><a href="#">Employment Equity Act (justice.gc.ca)</a></p> <p><a href="#">Employment Equity Regulations (justice.gc.ca)</a></p>	<p>The Act and Regulations for employment equity will provide you with the legal requirements related to reporting under the Act, along with understanding employer obligations.</p>
Employment equity annual reports	<a href="#">Reports: Employment equity in federally regulated workplaces - Canada.ca</a>	<p>Under the <i>Employment Equity Act</i>, the Minister of Labour and Seniors must prepare and table an annual report to Parliament on the status of employment equity in the federally regulated private sector.</p> <p>This link is where you will find the Annual Reports, along with any Overviews of the Report.</p> <p>The Annual Reports can be helpful in identifying how an individual organization's progress compares to the federally regulated private sector as a whole or within each of the four main industrial sectors (banking and financial services; communications; transportation; and, 'other').</p>

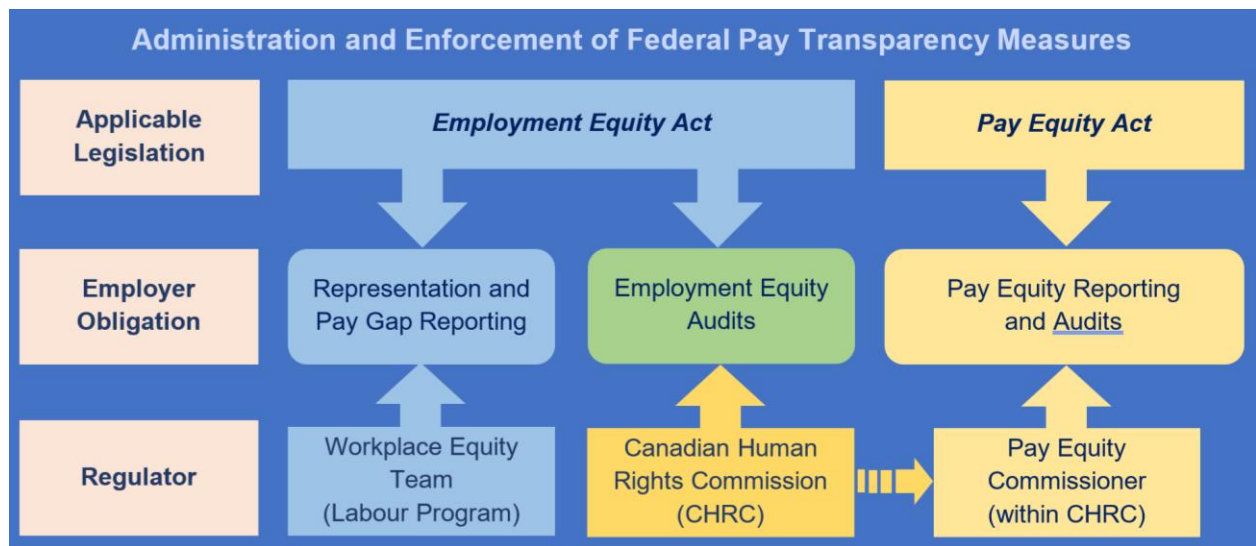
## Role of the Workplace Equity Team in Supporting Employers

The Workplace Equity Team (the Team) is a division within the federal [Labour Program](#). It plays an important role in supporting your employment equity journey. You will be introduced to a Program Advisor that will be assigned to your organization to assist you with the annual submission process. The Program Advisor will help answer your questions, guide you through the process, provide advice, and be available to support you.

You and your colleagues may also seek clarification on employment equity issues that are not specifically related to the submission process. Your Program Advisor will be pleased to arrange for your team to meet virtually with Policy Advisors, or others on our team, to provide guidance.

Responsibilities for LEEP administration and the non-reporting requirements of the Act (i.e. compliance audits) are divided between the Labour Program and the Canadian Human Rights Commission (CHRC) respectively. The role of the CHRC with respect to employment equity audits is explained further in this Guide.

In addition, it is important to note that the CHRC is solely responsible for ensuring compliance with the *Pay Equity Act*. The respective roles of the Labour Program and the CHRC in relation to administration and enforcement of employment equity and pay equity legislation is set out in the table below.



The Workplace Equity Team also supports employers by providing resources on our Tools and Resources website page. These include guides, webinars, and presentations. As well, we provide regular email updates, reminders, and information about new resource material.

You may also email us with any questions or comments at [ee-eme@servicecanada.gc.ca](mailto:ee-eme@servicecanada.gc.ca)



## Getting Started – Taking Care of the Administrative Items

The following information is relevant for the [Annual Submission Practitioner](#).

A Program Advisor will be in contact with you to ensure the following information and administrative steps are completed. These include the following:

- Obtaining your Workplace Equity Information Management System (WEIMS) username and password
- Confirming the Program Advisor assigned to your organization
- Ensuring you are on the Workplace Equity email distribution list
- Verifying you have access to your organization's previous submission (if applicable)
- Obtaining any account updates for your organization

## Employer Resources

This information is relevant for the [Annual Submission Practitioner](#) and the [Employment Equity Practitioner](#).

The Workplace Equity Team provides resources for employers. These include documents, webinars, and presentations. As well, we provide regular email updates, reminders, and information about new resource material.

Topic	Available Resources	Comments
General employer resources and tools	<a href="#">Employer resources and tools on employment equity - Canada.ca</a>	This link provides you with a list of employment equity abbreviations, reports, and templates along with some general resources and tools.
Workplace Equity Tools and Resources for employers	<a href="#">Tools and Resources (esdc.gc.ca)</a>	This is an important link to the Workplace Equity Tools and Resources for employers. You will find several helpful documents here, including the Employment Equity Tasks, WEIMS User Guide, webinar presentations on salary reporting requirements, and many more. These resources are also referenced later in this document.
Employment equity tasks	<a href="#">Employment Equity Tasks (esdc.gc.ca)</a>	This link is a valuable resource found in WEIMS and provides a step-by-step approach for employers to follow in meeting their employment equity obligations.
Interpretations, Policies and Guidelines (IPGs)	<a href="#">Interpretations, Policies and Guidelines (IPGs): Labour Program - Canada.ca</a>	This link takes you to the Workplace Equity IPGs (Employment Equity). Several IPGs are specific to the Act and Regulations. They provide detailed and technical explanations to support employers in meeting all employment equity obligations.

Topic	Available Resources	Comments
<a href="#">Tools and Guides Specific to the Trucking Industry</a>	<a href="#">Truck Driver: Pay Categorization Guide</a>  <a href="#">National Occupational Classification: Mapping Guide</a>  <a href="#">Narrative Report: Checklists and Best Practices Guide</a>	<p>Guidance has been developed by <a href="#">Trucking HR Canada</a> – a national, non-profit organization – for the benefit of the trucking industry.</p> <p>These guides offer suggestions on appropriate classifications for common types of truck driver pay for reporting purposes. They also provide advice on selecting NOC codes specific to jobs in trucking and logistics. In addition, detailed checklists and recommended best practices for reporting on measures and results in annual narrative reports are also included.</p> <p>For more information, visit their <a href="#">contact page</a>.</p>

## Understanding the Workplace Equity Information Management System (WEIMS)

The following information is relevant for the [Annual Submission Practitioner](#).

Every year, employers must submit their employment equity data on or before June 1<sup>st</sup>. The Workplace Equity Team has a specific tool for employers called the Workplace Equity Information Management System (WEIMS). This dedicated online application helps employers manage their data and file their reports.

As mentioned previously, you will be provided a username and password to login after completing the WEIMS authorization form. You will also be required to review the following:

- Terms and Conditions of WEIMS Usage
- Your obligations as an employer and user of WEIMS
- WEIMS Privacy Notice, and
- Unauthorized use of WEIMS statement.

These elements are included on the login page of WEIMS (link below) under the ‘Getting to Know WEIMS’ heading. They can be accessed simply by clicking the individual links on the page.

If your organization has already been reporting under LEEP, you will benefit from reviewing your organization’s previous WEIMS submission. Previous submissions can be accessed once you have your WEIMS login credentials.

Topic	Available Resources	Comments
Workplace Equity Information Management System (WEIMS): An Overview	<a href="https://esdc.gc.ca">Welcome to the Workplace Equity Information Management System (WEIMS) (esdc.gc.ca)</a>	This link takes you to the WEIMS login page, where you will be required to enter your username and password. On this page you will find the Terms and Conditions of WEIMS Usage, an explanation of your obligations as an employer and user of WEIMS, the WEIMS Privacy Notice, and Unauthorized use of WEIMS statement.
WEIMS User Guide	<a href="https://esdc.gc.ca">WEIMSUerGuide.pdf (esdc.gc.ca)</a>	This document assists employers with a step-by-step approach to using WEIMS. This document is located on the Tools and Resources page.

## Understanding Representation Gaps

This information is relevant for the [Annual Submission Practitioner](#) and the [Employment Equity Practitioner](#).

One of the goals of employment equity is for employers to have a “representative” workplace with regards to employees from the four designated groups (women, Indigenous peoples, persons with disabilities, and members of visible minorities). Specifically, the designated groups should have, at minimum, the same representation in your organization, by occupational group and by geographic area, compared to their availability in the Canadian workforce.

Conducting a workforce analysis allows you to see how each of the four designated groups are represented within your organization. Representation, expressed as a percentage, is the share of designated group members in a given workforce. Your data is based on the representation of employees in these designated groups by Employment Equity Occupational Group (EEOG). This information will help you set quantitative short and long-term goals to close any gaps in representation. WEIMS, the online tool, assists employers with collecting and reporting the data required for the workforce analysis.

The availability of employees from the designated groups is measured by using data provided by Statistics Canada called Labour Market Availability (LMA). Taken from Census data, LMA is provided according to geographic location and occupational group. It is available for each of the 14 Employment Equity Occupational Groups (EEOG) and by individual National Occupational Code (NOC).

A key performance measure is called the attainment rate. This is where the representation of a designated group is compared to their LMA. The attainment rate is expressed as a percentage, identifying the size of the gap between representation and availability (LMA). Where a designated group’s representation is below the LMA, the percentage attainment rate will be less than 100%. Progress is made when the gap narrows or when a group’s representation equals or exceeds the LMA (that is the designated group’s attainment rate equals or surpasses 100%). A segment of the workforce is considered representative when the representation of a designated group is equal to its LMA.

Topic	Available Resources	Comments
Workforce data to determine representational gaps	<a href="https://esdc.gc.ca">Employment Equity Tasks (esdc.gc.ca)</a>	See Task 2 for Workforce Data Codes, including Employment Equity Occupational Groups (EEOG) and National Occupational Codes (NOC). See Task 3 for Analyzing Your Workforce Data.

## Understanding Pay Gap Reporting

This information is relevant for the [Annual Submission Practitioner](#) and the [Employment Equity Practitioner](#).

Pay gap reporting requires employers to report salary data, including aggregated pay gap information, in their annual reporting. The reported salary data will enable employers to determine the following pay gaps by each designated group:

- hourly rate pay gaps;
- bonus pay gaps;
- overtime pay gaps; and
- overtime hours worked gaps.

The Workplace Equity Team has created a series of resources including:

- reasons for pay gap reporting
- who it applies to
- how to report pay gaps (data elements, definitions, and technical specifications)
- how to interpret pay gaps

These resources are referenced in and can be accessed from the links included in the table below.

Topic	Available Resources	Comments
General information on pay gap reporting and transparency	<a href="#">Backgrounder: New pay gap reporting measures in federally regulated workplaces - Canada.ca</a>  <a href="#">Pay gap reporting in federally regulated private-sector workplaces - Canada.ca</a>	The first link provides background information regarding pay gap reporting. The second link introduces the pay gap reporting website: Equi'Vision. Please see the section of this Guide, Exploring Equi'Vision, for further information.
Pay gap reporting and interpretation	<a href="#">Employment Equity Regulations – Definitions and interpretations for reporting salary – IPG-106 - Canada.ca</a>  <a href="#">Employment Equity Regulations – Reporting salary – IPG-107 - Canada.ca</a>	<p>The first two links are the Interpretations, Policies and Guidelines (IPGs) specific to reporting salary data.</p> <p>The third link is from an employer webinar providing general information on reporting pay gaps for the Legislated Employment Equity Program (LEEP). The fourth</p>

Topic	Available Resources	Comments
	<p>General webinar on Pay Gap Reporting for LEEP: <a href="#">PowerPoint Presentation (esdc.gc.ca)</a>.</p> <p>Technical webinar on new salary reporting: <a href="#">PowerPoint Presentation (esdc.gc.ca)</a></p> <p>Workshop: How to Interpret your Form 2, Parts D-G: <a href="#">PowerPoint Presentation (esdc.gc.ca)</a></p>	<p>link is from an employer technical webinar on salary reporting.</p> <p>The fifth link is from an employer workshop on how to interpret the pay gaps from your Employment Equity Forms (accessible in WEIMS, once workforce data is submitted).</p>
Additional guidance	<p><a href="#">Taking action on your employment equity data</a></p>	<p>This guide includes additional information for employers regarding how to access and understand your pay gap data in WEIMS as well as recommended actions such as internal and external communications.</p>

## Understanding Key Employer Obligations

This information is relevant for the [Employment Equity Practitioner](#) and the [Diversity Champion](#).

The Act and Regulations require several obligations of employers. As a new Employer Representative, it is important to become familiar with your employer obligations.

The following provides a summary of the key obligations. Greater detail on these obligations are provided in the documents listed in this Guide, such as the Interpretations, Policies and Guidelines (IPGs) for Workplace Equity.

- Every organization under the Act, must submit an annual report. The deadline to submit your report is on or before **June 1**. The report must include prescribed information collected as of December 31 of the preceding calendar year.
  - For example, reports due on June 1, 2024 must include data collected between January 1 and December 31 of 2023.
- Employers must conduct a workforce survey. To do so, they must provide each employee with a self-identification questionnaire (see [Employment Equity Regulations – Collection of Workforce Information – IPG-111 - Canada.ca](#)).
- Employers must analyze their workforce to determine any underrepresentation of members of designated groups (see [Employment Equity Regulations – Workforce Analysis – IPG-112 - Canada.ca](#)).
- Employers must base this analysis on the workforce information collected and then use it for their employment systems review (see [Employment Equity Regulations – Employment Systems Review – IPG-113 - Canada.ca](#)).
- Employers must report their workforce representation information for each designated group overall, by geographic location, for each occupational group and by employment status (i.e. permanent full-time, permanent part-time, and temporary).
- Employers must report salary ranges and pay gap information using specific salary information (see [Employment Equity Regulations – Reporting salary – IPG-107 - Canada.ca](#)). As well, specific payments and benefits must be included in the annual submission (see [Employment Equity Regulations – Definitions and interpretations for reporting salary – IPG-106 - Canada.ca](#)).



- Employers are required to keep Records of their employment equity data for specified periods of time (see [Employment Equity Regulations – Records – IPG-116 - Canada.ca](#)).
- Employers must prepare, implement and revise an employment equity plan (see [Employment Equity Act – Employment Equity Plan – IPG-114 - Canada.ca](#)). Employers must make all reasonable efforts to implement their employment equity plan, including setting a timetable with associated activities.
- Employers must communicate, consult and collaborate with employees (see [Employment Equity Regulations – Communication, Consultation, Collaboration – IPG-115 - Canada.ca](#)).
- In addition, employers may be subject to monetary penalties in relation to designated violations of the *Employment Equity Act* (see [Employment Equity Act - Monetary Penalties – IPG-121 - Canada.ca](#)).

## Employer Audits: Role of the Canadian Human Rights Commission

This information is relevant for the [Employment Equity Practitioner](#) and the [Diversity Champion](#).

Under employment equity, the Canadian Human Rights Commission (CHRC) is accountable for auditing employers on their efforts in meeting their employment equity obligations. The Commission uses two different types of audits. In 2018, they adopted a horizontal or issue-based audit approach with the goal of better understanding where and why the four designated groups still face barriers to equitable representation.

A horizontal audit examines an issue across many employers in a sector and it can focus on a persistent representation gap in relation to one designated group. A horizontal audit also assesses a particular employer's compliance with the Act. Horizontal audits are published and share best practices, successful special measures, and report on key findings including common systemic barriers and solutions.

The second type of audit is called employer specific audits. These audits look at whether the employer meets the requirements of the Act. Employer specific audits focus on employers that have never been audited and have persistent gaps in representation.

The Commission has also started to pilot a third type of audit called the Pilot Blitz Audit. This audit looks at two requirements of the Act: collection of workforce information and workforce analysis. The focus of these audits is on private-sector employers with less than 300 employees.

Topic	Available Resources	Comments
Canadian Human Rights Commission (CHRC) audits	<a href="http://employmentequitychrc.ca">Horizontal Audits - A New Approach (employmentequitychrc.ca)</a> <a href="http://employmentequitychrc.ca">Employment Equity Forward Plan Fiscal Years 2021/22 – 2023/24 (employmentequitychrc.ca)</a>	This link describes the methodology for horizontal audits under employment equity. You will also find an explanation of employer specific audits.  The second link provides an explanation of the Pilot Blitz audit along with schedules for all audits, referenced by employer Legislated Employment Equity Program (LEEP) number <sup>1</sup> .

<sup>1</sup> LEEP numbers are assigned by the Labour Program when organizations are onboarded to LEEP for the first time.

Topic	Available Resources	Comments
What is assessed in an employment equity audit	<a href="http://employmentequitychrc.ca">Factsheet 2 (employmentequitychrc.ca)</a>	This link describes what is assessed by CHRC when they conduct an audit. You will find other helpful factsheets at this site.

## Examining Pay: Employment Equity versus Pay Equity

This information is relevant for the [Employment Equity Practitioner](#) and the [Diversity Champion](#).

Federally regulated employers fall under two different Acts that include the treatment of pay in the workplace:

- *Pay Equity Act*
- *Employment Equity Act*

Pay equity is often describes as equal pay for work of equal value. That means if two different jobs contribute equal value to their employer’s operations, then the employees in those positions should receive equal pay. The Canadian Human Rights Commission (CHRC) is responsible for the compliance and enforcement of employer requirements under the *Pay Equity Act*.

Employment equity examines the representation and pay gaps experienced by the designated groups under the Act (women, Indigenous peoples, persons with disabilities, and members of visible minorities) compared to the relevant non-designated groups. The Labour Program is responsible for employment equity, with the CHRC accountable for auditing employers on meeting their employment equity obligations.

Topic	Available Resources	Comments
What is pay equity?	<a href="#">Equality and inclusion in federally regulated industries and workplaces - Canada.ca</a>  <a href="#">Overview of the Pay Equity Act - Canada.ca</a>  <a href="#">What is Pay Equity (payequitychrc.ca)</a>	<p>The first link provides a summary of both employment equity and pay equity.</p> <p>The second link provides an overview of the <i>Pay Equity Act</i>.</p> <p>The third link takes you to a page on the CHRC website which provides other tools and resources related to pay equity.</p>
Pay gap reporting compared to pay equity	<a href="#">Employer resources and tools on employment equity - Canada.ca</a>	<p>This link provides a snapshot of the differences between the Federal Pay Transparency Tools – pay gap reporting under employment equity and the obligations under pay equity.</p>

## Effective and Promising Practices in Employment Equity

This information is relevant for the [Employment Equity Practitioner](#) and the [Diversity Champion](#).

Identifying and leveraging effective and promising practices is an important area for employers to consider. Employers often learn from each other about practices that reduce barriers. Often, an effective practice may be specific to a designated group or to removing a barrier in a particular industry or sector. For example, many employers engage in outreach with external organizations that represent people from designated groups. As well, employers often develop partnerships, or use external resources, to assist with implementing their initiatives.

The Workplace Equity Team has published a document on how to improve workplace equity (see link below). The document was created to provide evidence-based solutions for workplaces seeking to implement employment equity effectively in their organizations. It serves as a good reference tool for addressing barriers in the workplace.

To help you get started on your pay gap journey, the Workplace Equity Team also created a guide entitled 'Taking action on your employment equity data'. Please refer to the guide to help understand your pay gap data.

Subject Topic	Available Resources	Comments
How to improve workplace equity	<a href="#">HowToImproveWorkplaceEquity.pdf (esdc.gc.ca)</a>	This document provides evidence-based actions for employers to take. It outlines effective actions, promising practices, and actions to avoid or consider with caution. We recommend you review this document.
Taking action on your employment equity data	<a href="#">Taking action on your employment equity data.pdf (esdc.gc.ca)</a>	This document provides information and practical advice on how to interpret and act on your pay gap data.
A roadmap for developing special measures	<a href="#">Levelling the field: developing a special program under the Canadian Human Rights Act or the Employment Equity Act (chrc-ccdp.gc.ca)</a>	This link from the Canadian Human Rights Commission provides a roadmap for developing and implementing special measures for designated groups.

## Exploring Equi'Vision

Your company's aggregated representation and pay gap data is publicly available online on the Government of Canada's platform, Equi'Vision. This platform provides comparable data on representation rates and designated group pay gaps by employer, for all private-sector employers under the *Employment Equity Act*. This places Canada as the first country to make this information for the four designated groups publicly available.

On Equi'Vision, the public may view and interact with your representation and pay gap data online. They can also compare your data with other employers.

You may access Equi'Vision from this link: [Equi'Vision: An Employment Equity Tool - Canada.ca \(services.gc.ca\)](https://services.gc.ca/equi-vision)

As mentioned in the above section, please take advantage of the following guide to address your pay and representation gaps: [Taking action on your employment equity data.pdf \(esdc.gc.ca\)](https://services.gc.ca/taking-action)

## Further Support

We hope this Guide is helpful in acquainting you with the many aspects of employment equity and the available resources. We welcome your feedback on how we can improve this Guide as well as the other resources and continue to support you in meeting your employment equity obligations. Email us with feedback, or questions, at [ee-eme@servicecanada.gc.ca](mailto:ee-eme@servicecanada.gc.ca).

We value your input and are committed to continuous improvement. Your feedback and suggestions play a vital role in enhancing the quality of this document. Please share any thoughts or ideas you may have to help us make it even better. Together, we can ensure that this document meets the needs and expectations of all users.