



Vice-President, Administration

To: University Employees Who Have Not Completed an Employment Equity Survey

From: Gabrielle Morrison, Vice-President Administration

Date: February 14, 2006

Subject: Federal Contractors Program - Employment Equity Survey

As communicated by the President in early January 2006, our involvement in the Federal Contractor's Employment Equity program is to ensure that women, Aboriginal peoples, persons with disabilities and visible minorities are equitably represented at all occupational levels within our workforce.

As many may recall, an initial workforce survey was done in December 1997 and a follow-up survey in December 2000, resulting in a combined return rate of 80.7%. Subsequently, employees who have not completed a survey are being asked to complete one in order to keep the University's workforce statistics current. Therefore, as part of our Employment Equity Program, we are surveying those members of our workforce.

Accordingly, your response to the attached self-identification questionnaire is voluntary. It is however **mandatory to fill out your employee number and return the questionnaire** to Human Resources even if you choose not to fill out any additional information.

The responses you provide on this survey will be retained for statistical purposes and its confidentiality is protected. We encourage you to review, update and correct information about yourself at any time and you can be assured that it will not be used for unauthorized purposes.

Please return this survey by **March 3, 2006** through internal mail, using the enclosed envelope marked "**Confidential**". It is essential that you return the survey even if you do not complete all or part of it. We will send a reminder if you do not return the survey

This questionnaire is available in Braille, large print or audio cassette, upon request. It is also available on the Human Resources website at www.smu.ca/hr. If you have any questions, do not hesitate to contact Human Resources at extension 5563.

Saint Mary's University is committed to the principles of Employment Equity.