



ACTION PLAN FOR HANDICAPPED PERSONS

2015

Project co-ordinated by

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Context

Caisse de dépôt et placement du Québec hereby presents, in its 2015 Annual Action Plan for Handicapped Persons, measures already taken and those planned to reduce barriers to the integration of people with disabilities.

This action plan was prepared to reconcile the purpose of the section of the related Act with the mission of Caisse de dépôt et placement du Québec (see page 5). To do so, we enlisted the contribution of our subsidiary, Ivanhoé Cambridge.

Pursuant to section 61.1 of the Act to secure handicapped persons in the exercise of their rights with a view to achieving social, school and workplace integration, government departments, most public agencies and the most populous municipalities in Québec must prepare, adopt and publish annually an action plan for handicapped persons.

Section 61.1

Not later than 17 December 2005, every government department or public agency employing at least 50 persons and every local municipality with at least 15,000 inhabitants shall adopt an action plan identifying the barriers to integration handicapped persons encounter in the sector of activity of the department or agency, and describing the measures taken over the past year and those to be taken in the coming year to reduce barriers to integration in that sector of activity. The action plan includes any other element determined by the Government upon recommendation of the Minister, and must be prepared and published annually.

Definitions

Public agencies (R.S.Q., c. E-20.1, s.1, para. e. 1)

A government agency or enterprise within the meaning of the Auditor General Act (chapter V-5.01).

Handicapped person (R.S.Q., c. E-20.1, s.1, para. g.)

A person with a deficiency causing significant and persistent disability, who is liable to encounter barriers in performing everyday activities.

Brief portrait of la Caisse and its areas of operation

Background

Caisse de dépôt et placement du Québec was created in 1965 by an Act of the National Assembly to manage the funds contributed to Québec's newly created universal pension plan, the Régime des rentes du Québec. In the decades that followed, other organizations also deposited their funds at la Caisse.

Our mission



The mission of the Fund is to receive moneys on deposit as provided by law and manage them with a view to achieving optimal return within the framework of depositors' investment policies while at the same time contributing to Québec's economic development.



Act respecting the Caisse de dépôt et placement du Québec, section 4.1

Our team

La Caisse has one of the largest specialized teams of fund managers in Canada and North America. The pool of employees is primarily comprised of university graduates.

- > 864 employees as at December 31, 2014

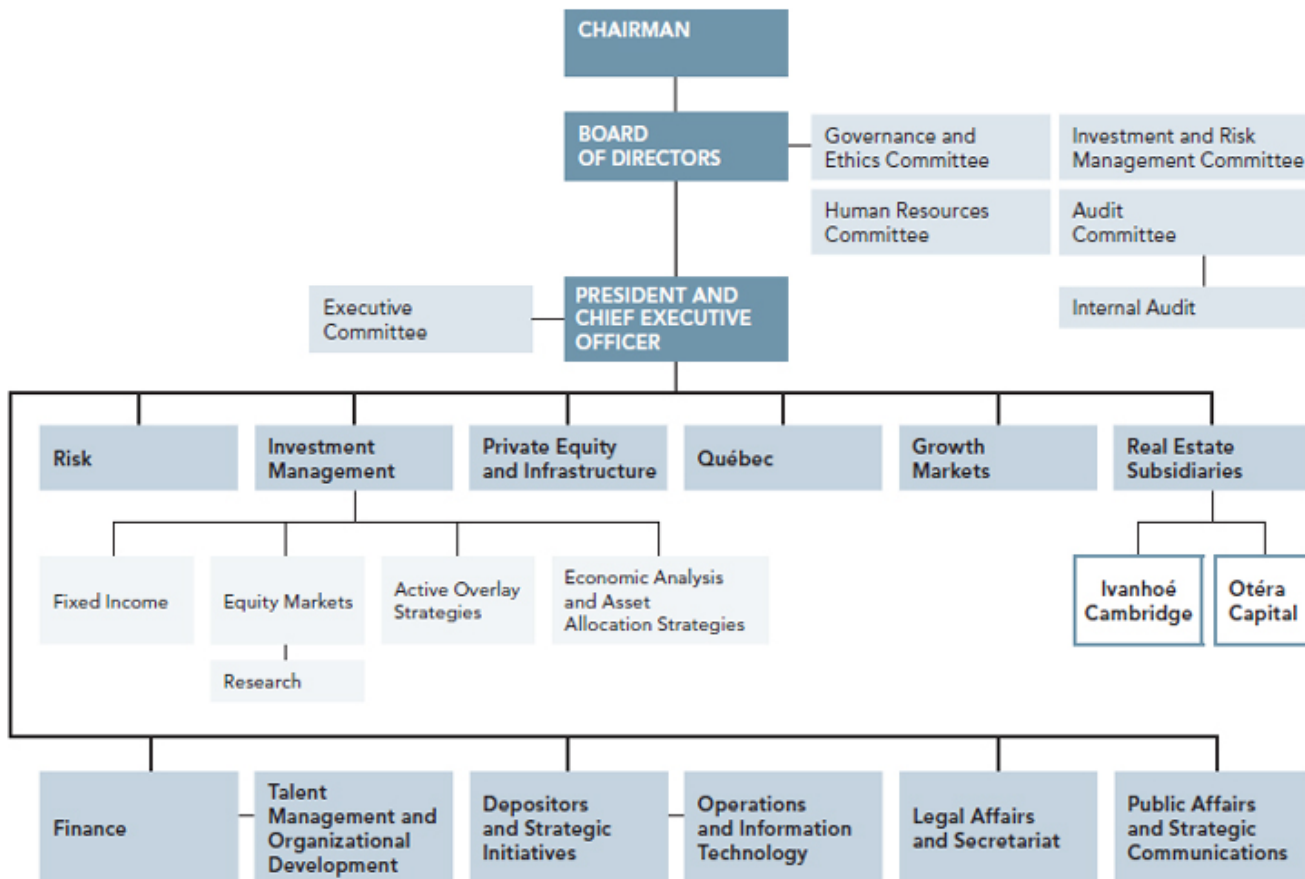
Four Caisse employees have reported having a disability. They hold full-time positions at different levels of the organization.

Organizational structure

La Caisse has an organizational structure that enables it to deal effectively with the increasing complexity of its role as an investor. The structure reflects la Caisse's determination to adopt best governance practices. It is also designed to derive maximum benefit from human and physical resources.

La Caisse's teams are organized along two main lines: the investment groups have a mandate to manage its holdings, while the general services groups support and complement the management teams.

ORGANIZATIONAL STRUCTURE – CAISSE
(as at December 31, 2014)



La Caisse's main office is in Montréal and its head office is in Québec City.

Commitment to reducing barriers to integration

Caisse de dépôt et placement du Québec does not provide services directly to the public in any aspect of its mission. It undertakes, however, to deploy and maintain efforts to reduce or eliminate barriers to the integration of handicapped persons into its various operations.

In line with this initiative, la Caisse has adopted a deductive approach that consists of determining barriers to integration on the basis of an analysis of the environment that it offers handicapped persons.

Measures taken and maintained

List of measures taken and maintained.

<p>Accessibility of premises</p>	<p>Ultramodern building constructed in 2003 that goes beyond the basic criteria of the Building Code.</p> <p>Environment accessible to people with disabilities:</p> <ul style="list-style-type: none"> ✓ Access ramps ✓ Reserved parking spaces ✓ Auditory signals and visual signage in elevators ✓ Buttons to open elevator doors within the reach of people of any height ✓ Extra-wide walkways and passages ✓ Workstations designed to take into account any employee's physical profile ✓ Up-to-date emergency plan ✓ Training session for the evacuation brigade ✓ On the Parquet level, men's and women's washroom doors that open automatically ✓ Doors that open automatically on all floors providing access to the garage ✓ Layouts developed for a quick response to future needs ✓ Addition of signage for quick and easy identification of elevators providing access to the ground floor ✓ Identification of an ergonomist to provide advice and make any necessary adjustments
<p>Identification of people with reduced mobility</p>	<ul style="list-style-type: none"> ✓ Continual update of the list of people with reduced mobility. This list ensures quick identification of persons who need special assistance in an emergency. It is given to the Fire Department. ✓ The information is provided to individuals identified in the list of security measures and actions to be taken in case of an emergency.
<p>Reception practices (vis-à-vis the general public)</p>	<ul style="list-style-type: none"> ✓ Purchase of two portable teletypewriters to ensure that people with hearing disabilities are received courteously ✓ Training of the personnel concerned.
<p>Information technologies</p>	<ul style="list-style-type: none"> ✓ Remote access to email and various computer applications ✓ Wireless network access within the Caisse building ✓ Modernization of workstations. Larger screens allowing greater resolution as needed ✓ Identification of suppliers that can provide any computer tools required to respond to handicapped persons' needs

<p>Access to documents</p>	<ul style="list-style-type: none"> ✓ Identification of suppliers and signing of an agreement for the production of certain documents based on various reading options (sign language, Braille, audio and large print) if requested by an online user. ✓ Analysis of corporate documents available on the Intranet site that need to be accessible to handicapped employees.
<p>Human resources best practices</p>	<ul style="list-style-type: none"> ✓ Form provided in the orientation kit to report a physical disability ✓ Statement in all job postings that la Caisse endorses the principles of equal employment ✓ Statement on the website that la Caisse endorses the principles of equal employment ✓ Standardization of the self-identification process for handicapped persons ✓ All job postings sent to organizations that promote the integration of handicapped persons into the workplace ✓ Review of hiring processes and implementation of tools to promote equal employment opportunities for everyone
<p>Caisse website and Intranet site</p>	<ul style="list-style-type: none"> ✓ Incorporation of the rules of the Web Accessibility Initiative (WAI) for the Caisse website ✓ Consultation and implementation of the recommendations in the <i>Guide d'accessibilité et d'adaptation des services gouvernementaux</i> (March 2005) ✓ Development of text versions of online illustrations presented as graphs ✓ Provision of written transcripts of audiovisual documents upon request
<p>Accessibility of information</p>	<ul style="list-style-type: none"> ✓ Creation of pages on the website containing la Caisse's statement and Action Plan for Handicapped Persons ✓ Acknowledgement on the Caisse website that, on request, we will provide certain corporate documents intended for the general public according to various reading options (sign language, Braille, audio and large print) ✓ Signing of a service agreement with a supplier for the production of documents according to various reading options so as to make available, on request, certain corporate documents intended for the general public

Objectives and measures for 2015

Priority objectives in the 2015 Action Plan

	Objectives	Measures	Person in charge	Planned completion	Action indicators	Status
Priority 1 Employee awareness	Raise awareness in the organization of what handicapped persons experience and feel in order to facilitate their integration	✓ Raise awareness and continuously inform team leaders about their role in terms of equal access to employment without discrimination	Advisor, Talent Acquisition	2015	Advisors have informed team leaders of their role in terms of equal access to employment	
Priority 2 Procurement process Sec. 61.3	In our procurement process, further encourage the organization to promote accessibility for handicapped persons	✓ Analyze the possibility of opening up relevant public tenders to companies included in the CQEA	Contract Administrator	2015	Favourable opinion of adapted companies	

	Objectives	Measures	Person in charge	Planned completion	Action indicators	Status
Priority 3 Employee awareness	Promote awareness of adapted companies in Québec in connection with our mission of sustainable development and Québec's economic development	Through our subsidiary Ivanhoé Cambridge, during bids for public tenders for housekeeping services in the region of Eastern Canada, benefit the service providers who are committed to hiring handicapped persons. A section of the questionnaire will be reserved to validate the interest of tenderers to hire handicapped persons. Ivanhoé Cambridge encourages (with a point system) this gesture when analyzing bids received	National Leader, Procurement, Ivanhoé Cambridge	2015	Providers selected have fulfilled their commitment by hiring handicapped persons	

Complaints

La Caisse has not received any complaints from employees or members of the public with respect to handicapped persons.

Follow-up process

The person responsible for the Action Plan for Handicapped Persons will provide semi-annual follow-up with the various persons in charge to ensure that the identified measures are implemented and will submit progress reports to **Myriam Blouin**, Senior Vice-President, Talent Management and Organizational Development. The action indicators will make it possible to determine the level of progress made on each measure.

Approval of the action plan

The 2015 Action Plan for Handicapped Persons has been approved by the Management Committee, Talent Management and Organizational Development.

Publication and dissemination of the action plan for handicapped persons

The Action Plan for Handicapped Persons is available to employees and the general public on the Caisse de dépôt et placement du Québec website. It is posted under the Governance tab in the section Act, Regulations and Policies on a page entitled Actions Affecting Handicapped Persons.

If you would like to obtain a hard copy of the Action Plan by mail, please contact **Maxime Chagnon**, Senior Director, Media and Public Relations, at 514 847-5493 or by email at medias@cdpq.com.

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Appendix

Measures implemented in 2014 - ongoing with the 2012-2013 Action Plan

	Objectives	Measures	Person in charge	Planned completion	Action indicators	Status
Priority 1 Employee awareness	Raise awareness in the organization of what handicapped persons experience and feel in order to facilitate their integration	Raise awareness and continuously inform team leaders about their role in terms of equal access to employment without discrimination	Senior Advisor, Talent Acquisition	2014	Team leaders thoroughly understand their role in connection with equal access to employment	Completed*
Priority 2 Procurement process Sec. 61.3	In our procurement process, further encourage the organization to promote accessibility for handicapped persons	Analyze the possibility of opening up relevant public tenders to companies included in the CQEA	Contract Administrator	2014	Favourable opinion of adapted companies	Completed**

* Training was given to the Advisor, Talent Acquisition by CAMO on selecting candidates living with a disability.

**Following this analysis, the services of *Alliance 9000, entreprise adaptée* established in 1981, were selected to produce Caisse schedules.

	Objectives	Measures	Person in charge	Planned completion	Action indicators	Status
Priority 3 Employee awareness	Promote awareness of adapted companies in Québec in connection with our mission of sustainable development and Québec's economic development	Based on the needs of the CQEA, promote contact between adapted companies and companies that are part of our business network	Senior Advisory Director, Québec Business Development	2014	Put certain companies in contact with our contact networks.	Completed***
		Through our subsidiary Ivanhoé Cambridge, during bids for public tenders for housekeeping services in the region of Eastern Canada, benefit the service providers who are committed to hiring handicapped persons. A section of the questionnaire will be reserved to validate the interest of tenderers to hire handicapped persons. Ivanhoé Cambridge encourages (with a point system) this gesture when analyzing bids received	National Leader, Procurement, Ivanhoé Cambridge	2014	Providers selected have fulfilled their commitment by hiring handicapped persons.	Completed

*** A contact was established with nine (9) companies in our network to promote and encourage services of adapted companies.