



Action Plan for Persons with Disabilities

2023

Updated: February 2023

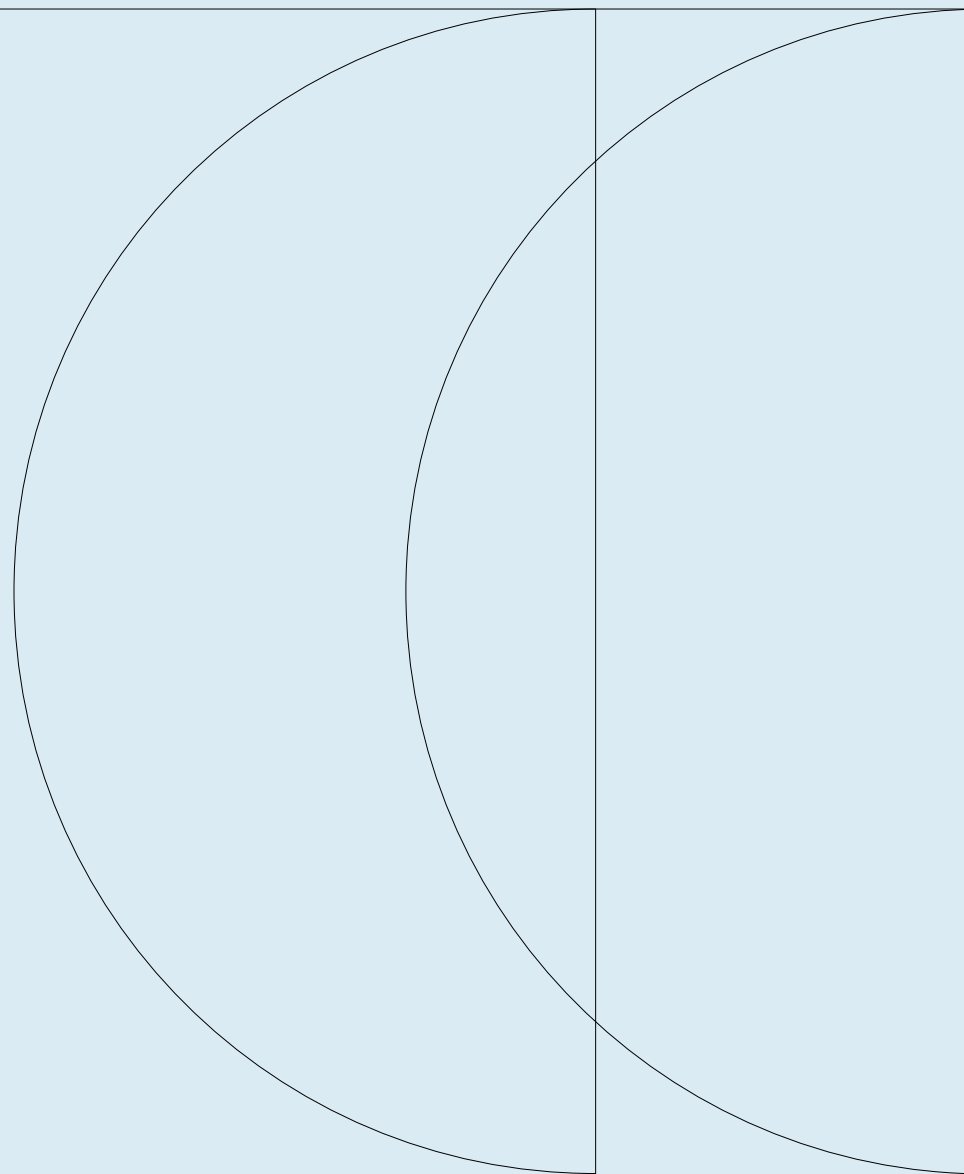


Table of Contents

1 Background

Definitions

2 Brief portrait of CDPQ and its areas of operations

Background

Our mission

Our team

Organizational structure

4 Commitment to reducing barriers to integration

5 Update of objectives and measures planned for 2023

10 Reporting

Complaints

Accommodation measures

Follow-up process and working group

Approval of the Action Plan

Publication and release of the Action Plan

11 Resource person and Addresses

12 Appendix — Measures implemented in 2021 and 2022 consistent with the Action Plan

Background

Caisse de dépôt et placement du Québec (CDPQ) hereby presents, in its 2023 Annual Action Plan for Persons with Disabilities, 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 CDPQ's mission (see page 4). 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* (below), government departments, most public agencies and the most populous municipalities in Québec must prepare, adopt and publish annually an action plan for persons with disabilities.

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).

Person with a disability (R.S.Q., c. E-20.1, s.1, para. g.)

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

Brief portrait of CDPQ and its areas of operations

Background

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

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 on capital 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

CDPQ has one of the largest specialized teams of fund managers in Canada and the world. The pool of employees is primarily comprised of university graduates.

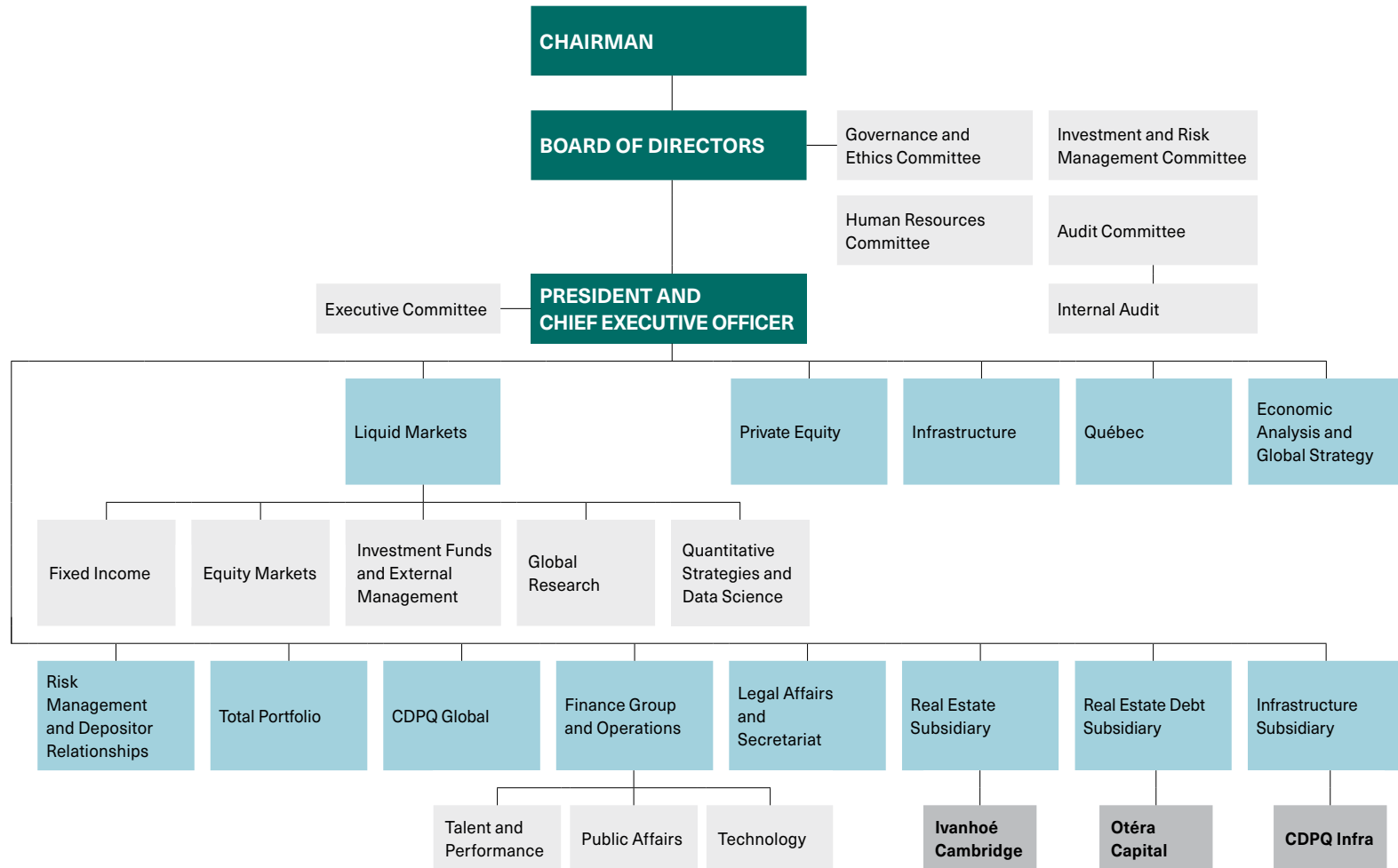
As at December 31, 2022, CDPQ employed **1,573** people throughout its offices in permanent, casual and internship positions. Of this number, **1,396** employees were located in its offices in Québec.

As at December 31, 2022, 39 CDPQ employees in Québec had voluntarily reported having a disability as defined by the Act. They hold positions at different levels in the organization, **representing 2.8%, or higher than the 2% target set by the Secrétariat du Conseil du trésor (SCT) in the Plan d'embauche du gouvernement du Québec.**

Organizational structure

CDPQ's business office is in Montréal and its head office is in Québec City.

ORGANIZATIONAL STRUCTURE
(as at December 31, 2022)



Commitment to reducing barriers to integration

CDPQ undertakes to proactively and dynamically deploy efforts to reduce or eliminate barriers to the integration of persons with disabilities into its various operations. As part of these efforts, the organization analyzes the physical, technological and social environment that it provides for persons with disabilities. Each element is reviewed by the relevant stakeholders so they can be adapted to current or future needs of all users.

Update of objectives and measures planned for 2023

OBSTACLE 1: Persons with disabilities are under represented among employees.

OBJECTIVE 1: Increase the representation of persons with disabilities among employees.

Purpose	Measures ¹	Indicators	CDPQ team responsible	Deadline
1.1 Provide first job experience opportunities	Provide one paid internship per year to a student with a disability	Have at least one intern with a disability in 2023	Talent Acquisition	Q4 2023
1.2 Obtain candidates who identify as a person with a disability	Maintain the partnership with organizations specialized in the employability of persons with disabilities	Communicate with specialized organization to promote job openings	Talent Acquisition	Q2 and Q4 2023
1.3 Foster equality in opportunities to interview candidates who identify as persons with disabilities	Mention in job listing that persons with disabilities can obtain assistance for the pre-selection and selection process if they wish	Keep this notice in job postings Number of requests for accommodation in interviews	Talent Acquisition	Ongoing
1.4 Improve equal access to employment	Implement the necessary mechanisms to make it easier for handicapped person to self-identify when applying for a job	Maintain a voluntary identification questionnaire when candidates apply for jobs	Talent Acquisition	Ongoing

1. These measures are part of the equal access to employment program.

Update of objectives and measures planned for 2023 (continued)

OBSTACLE 2: Lack of knowledge on persons with disabilities' specific needs besides mobility.

OBJECTIVE 2: Raise employee awareness on disabilities other than to do with mobility and increase the knowledge of the Talent and Performance teams regarding the particular needs related to such disabilities.

Purpose	Measures	Indicators	CDPQ team responsible	Deadline
2.1 Raise employee awareness on the existence of disabilities related to disabilities other than to do with mobility	Publish two internal communications each year explaining the different types of disabilities and inform employees of possible accommodation measures	Communications published during disabled persons week	Global Health and Safety, Public Affairs	Q2 and Q4 2023
2.2 Expand our knowledge of obstacles encountered by persons with a neurodiversity disability ²	Review main obstacles encountered during the recruiting process Review main employment obstacles	Update reference documents	Global Health and Security	Ongoing
2.3 Raise awareness and train employees responsible for recruiting on the realities of persons with disabilities	Make available to the recruiting team a document setting out best practices in recruiting persons with disabilities	Training with an external firm	Talent Acquisition	Q1 2023
2.4 Propose accommodation strategies for current employees with neurodiversity disabilities	Make available to HR and managers and document setting out best practices for accommodating the main neurodiversity disabilities	Disseminate a guide to teams that handle accommodation requests and to HR	Global Health and Security	Q2 2023

2. Neurodiversity refers to atypical mental functions. This includes all neurologies, particularly neurodevelopmental disorders such as attention deficit disorder, with or without hyperactivity, dyslexia, dyscalculia, dysorthographia, dyspraxia, autism spectrum disorders, Tourette's syndrome and gifted or high intellectual potential.

Update of objectives and measures planned for 2023 (continued)

OBSTACLE 3: No job integration process specific for persons with disabilities.

OBJECTIVE 3: Foster the integration process for persons with disabilities.

Purpose	Measures	Indicators	CDPQ team responsible	Status and deadline
3.1 Improve our understanding of specific needs upon hiring	Set aside a section on the hiring form for persons with disabilities to indicate their specific needs	Information capsule integrated into the process	Talent Acquisition	Q4 2023
3.2 Improve the new employee integration experience	Provide customized support to all persons with disabilities	Feedback from those receiving customized support	Global Health and Security	Q4 2023
3.3 Foster the integration of persons with disabilities into their teams	Support managers when they welcome a new employee with disabilities	Feedback from managers receiving support	Global Health and Security	Q4 2023
3.4 Foster the retention of persons with disabilities through adapted accommodations	Meet with employees with disabilities each year to verify if their situation has changed	Number of employees met with	Global Health and Security	Ongoing

Update of objectives and measures planned for 2023 (continued)

OBSTACLE 4: Lack of knowledge of stakeholders and persons with disabilities with regard to measures in place.

OBJECTIVE 4: Improve the understanding of specific measures in place for persons with disabilities.

Purpose	Measures	Indicators	CDPQ team responsible	Status and deadline
4.1 Improve the understanding of specific measures in the evacuation plan	Provide the measures to stakeholders and the persons with disabilities	Communication to stakeholders Communication to persons with disabilities Obtain feedback on the evacuation plan communications from the working committee on persons with disabilities	Global Health and Security	Q1 and Q3 2023
4.2 Strengthen understanding of the procedure to follow when an accommodation request is submitted	Share the accommodation process with the relevant stakeholders	Understanding those making requests Present the procedure when integrating new employees	Global Health and Security	Q2 and Q4 2023
4.3 Raise the awareness of various teams on applying Section 61.3 of the Act ³ in our tendering process	Explain to various teams the application of Section 61.3	Present to members of various Management Committees	Global Health and Security and Technology	Q1 2023
4.4 Facilitate access to documents in adapted formats on our website (e.g. annual report)	Make documents available in adapted formats	Seek out available technology	Digital Technology	Q4 2023

3. Act to Secure Handicapped Persons in the Exercise of Their Rights with a View to Achieving Social, School and Workplace Integration (2004). Section 61.3 refers to accessible procurement.

Update of objectives and measures planned for 2023 (continued)

OBSTACLE 5: Possible lack of accessibility to certain buildings or floors for persons with disabilities.

OBJECTIVE 5: Continue improving accessibility to the physical environment for persons with reduced mobility.

Purpose	Measures	Indicators	CDPQ team responsible	Status and deadline
5.1 Facilitate access to the building and drop-off area security	Create two parking spaces reserved for drop-offs (one on each street)	Create two parking spaces and ensure they are available	Work environment	Q4 2023
5.2 Create workspaces that by default are accessible to people with a mobility disability	Incorporate furniture choice and a layout in the design that fosters the integration of persons with disabilities	Installation completed	Work environment	Ongoing
5.3 Improve access to conference rooms	Install automatic doors on the floors based on needs (conference rooms, main doors to access office spaces, etc.)	Analyze feasibility, impact, suppliers and costs Number of doors installed before the end of the year % of main doors adapted	Work environment	Q4 2023

Reporting

CDPQ adheres to the *Accès aux documents et aux services offerts au public pour les personnes handicapées* (access for disabled persons to documents and services offered to the public) policy which is intended to provide disabled persons equal access to services and documents provided to the public. This policy commits CDPQ to reporting of the following elements:

1. The number of complaints received and processed related to access to documents and services offered to the public;
2. Accommodation measures that the organization has adopted to allow persons with disabilities access to its documents and services.

Complaints

CDPQ did not receive any complaints from the public in 2022 related to access to documents and services it offers to the public.

Accommodation measures

CDPQ has not received any accommodation request in 2022 related to accessibility to documents and services it offers the public.

Follow-up process and working group

The person responsible for the Action Plan for Persons with Disabilities will conduct a follow-up to ensure identified measures are implemented. The action indicators will make it possible to determine the level of progress made on each measure.

CDPQ's working group for 2023 consists of persons with disabilities and representatives from business units that are directly involved in activities for improving the employee experience and well-being of persons with disabilities, namely:

- Digital Technology
- Talent Acquisition
- Global Health and Security
- Work environment
- Public Affairs
- Diversity and inclusion

Representatives from Ivanhoé Cambridge (CDPQ's main building manager in Quebec) are also invited to participate in the CDPQ working group's quarterly meetings.

Approval of the Action Plan

The 2023 Action Plan for Handicapped Persons has been approved by the Talent and Performance Management Committee.

Publication and release of the Action Plan

The Action Plan for Persons with Disabilities is available to employees and the general public on the CDPQ website. It can be found in the *About* tab in the *Governance* section under *Laws, regulations and policies* and on the *Careers* page.

Upon request, a paper copy of the Action Plan can be mailed. An accessible version of the Action Plan will be available on CDPQ's website. An accessible version of the report will be available after the report is published.

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Appendix — Measures implemented in 2021 and 2022 consistent with the Action Plan

Obstacles	Objectives	Measures	Indicators	CDPQ team responsible	Status
Persons with disabilities are under represented among employees	Provide first job experience opportunities	Provide one paid internship per year to a student with a disability	Have at least one intern with a disability per year	Talent and Performance	Implemented in 2021 and 2022
	Obtain candidates who identify as a person with a disability	Establish a partnership with organizations specialized in the employability of persons with disabilities	Communicate with specialized organizations to create a partnership	Talent and Performance	Implemented in 2021
	Foster equality in opportunities to interview candidates who identify as persons with disabilities	Also mention in job listing that persons with disabilities can obtain assistance for the pre-selection and selection process if they wish	Job listings modification	Talent and Performance	Implemented in 2021 and 2022
	Improve equal access to employment	Implement the necessary mechanisms to make it easier for handicapped person to self-identify when applying for a job	Implementing a voluntary identification questionnaire when candidates apply for jobs	Talent and Performance	Implemented in 2021

Appendix — Measures implemented in 2021 and 2022 consistent with the Action Plan (continued)

Obstacles	Objectives	Measures	Indicators	CDPQ team responsible	Status
Lack of knowledge on persons with disabilities' specific needs besides mobility	Raise employee awareness on the existence of disabilities related to disabilities other than to do with mobility	Publish an internal communication explaining the different types of disabilities and inform employees of possible accommodation measures	Communication published completed	Talent and Performance/ Public Affairs	Implemented in 2021 and 2022
	Expand our knowledge of obstacles encountered by persons with a neurodiversity disability	Review of main obstacles encountered during the recruiting process	Internal publication of a reference document	Talent and Performance	Implemented in 2021 and 2022 Renewed for 2023
	Expand our knowledge of obstacles encountered by persons with a neurodiversity disability	Review of main employment obstacles	Internal publication of a reference document	Talent and Performance	Implemented in 2021 and 2022 Renewed for 2023
	Raise awareness and train employees responsible for recruiting on the realities of persons with disabilities	Make available to the recruiting team a document setting out best practices in recruiting persons with disabilities	Disseminate a guide to the recruiting team and human resources business partners	Talent and Performance	Implemented in 2022
	Propose accommodation strategies for current employees with neurodiversity disabilities	Make available to HR and managers and document setting out best practices for accommodating the main neurodiversity disabilities	Disseminate a guide to teams that handle accommodation requests and to HR	Talent and Performance	Implemented in 2021

Appendix — Measures implemented in 2021 and 2022 consistent with the Action Plan (continued)

Obstacles	Objectives	Measures	Indicators	CDPQ team responsible	Status
No job integration process specific for persons with disabilities	Improve our understanding of specific needs upon hiring	Set aside a section on the hiring form for persons with disabilities to indicate their specific needs	Information capsule integrated into the process	Talent and Performance	Implemented in 2021
	Improve the new employee integration experience	Provide a customized information kit to all persons with disabilities	Number of customized information kits sent	Talent and Performance	Modified and renewed for 2023
	Foster the integration of persons with disabilities into their teams	Support managers when they welcome a new employee with disabilities	Number of managers supported in welcoming a new employee with disabilities	Talent and Performance	Implemented in 2021
	Foster the retention of persons with disabilities through adapted accommodations	Meet with employees with disabilities each year to verify if their situation has changed	Number of employees met with	Talent and Performance	Implemented in 2021

Appendix — Measures implemented in 2021 and 2022 consistent with the Action Plan (continued)

Obstacles	Objectives	Measures	Indicators	CDPQ team responsible	Status
Lack of knowledge of stakeholders and persons with disabilities with regard to measures in place	Improve the understanding of specific measures in the evacuation plan	Analyze the evacuation plan in place to identify the measures specific to persons with disabilities	Analysis completed	Corporate Security team	Implemented in 2022
		Provide these measures to stakeholders and the persons with disabilities	Measures provided to stakeholders	Corporate Security team	Implemented in 2022
			Measures provided to persons with disabilities	Corporate Security team	Implemented in 2022
	Strengthen understanding of the procedure to follow when an accommodation request is submitted	Document the accommodation process to follow and our obligations when an accommodation request is received	Accommodation procedure for a request involving reduced mobility submitted	Talent and Performance	Implemented in 2022
	Strengthen understanding of the procedure to follow when an accommodation request is submitted	Share the accommodation process with the relevant stakeholders	Communication to stakeholders completed	Talent and Performance	Implemented in 2022
	Raise the awareness of new procurement team employees on applying Section 61.3 of the Act in our tendering process	Communicate the application of Section 61.3 to new procurement team employees	Number of new procurement team employees who received the communication	Talent and Performance/ Procurement team	Ongoing
	Facilitate access to documents in adapted formats on our website (e.g. annual report)	Modify the website to include a clear message that documents found on it are available in adapted formats upon request	Changes	Public Affairs	Renewed for 2023

Appendix — Measures implemented in 2021 and 2022 consistent with the Action Plan (continued)

Obstacles	Objectives	Measures	Indicators	CDPQ team responsible	Status
Possible lack of accessibility to certain buildings or floors for persons with disabilities	Facilitate access to the building and drop-off area security	Create two parking spaces reserved for drop-offs (one on each street)	Creation of two parking spaces	Work Environment team	Renewed for 2023
	Facilitate access to the building and drop-off area security	Train security personnel	Training of security personnel	Work Environment team	Renewed for 2023
	Create workspaces that by default are accessible to people with a mobility disability	Incorporate furniture choice and a design that fosters the integration of persons with disabilities	Installation completed	Work Environment team	Implemented in 2022 and renewed for 2023
	Improve access to elevators	Present a formal analysis of obstacles, possible improvements and a cost estimate to the APDP Working Committee	Analysis presented to the working committee	Office layout team	Implemented in 2022
	Improve access to elevators	Implement the working committee's recommendations	Recommendations implemented	Office layout team	Implemented in 2022
	Improve access to conference rooms	Install automatic doors on the floors (conference rooms, main doors to access office spaces, etc.)	Analyze feasibility, impact, suppliers and costs	Office layout team	Implemented in 2021
Number of doors installed before the end of the year			Office layout team	Ongoing	
% of main doors adapted			Office layout team		