



CERTIFICATION DOCUMENT

BNQ 9825-900/2014

*Remarkable Employer and Remarkable Employer –
Ethnocultural Diversity – Certification Program*



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BNQ 9825-900/2014

*Remarkable Employer and Remarkable Employer –
Ethnocultural Diversity – Certification Program*

*Employeur remarquable et Employeur remarquable –
Diversité ethnoculturelle – Programme de certification*

ICS: 03.040; 03.100.30; 03.120.20

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FOREWORD

This document was prepared in consultation with a committee, whose members were:

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For the project to revise this certification program, the committee acknowledges the important contribution of Yanick Saindon, formerly of the Ministère de l'Immigration, de la Diversité et de l'Inclusion, Chantal Lamoureux for her professional expertise in diversity management and Saileth Ramirez for her professional expertise in survey methodology.

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INTRODUCTION

The Remarkable Employer certification program of the Bureau de normalisation du Québec (BNQ) was born of Groupe Ambition's desire to implement a tool so that the quality of an organization's internal business relations as it is perceived by its employees could be recognized, in an independent manner, and supported by the Remarkable Employer organizational survey it designed.

The main purpose of the second edition of this document is to reflect the modifications made to the program following an initiative by the Ministère de l'Immigration, de la Diversité et de l'Inclusion aimed at placing greater emphasis on management practices involving ethnocultural diversity*.

The revised program can now lead to the issuing of two types of certificates valid for a two-year period, i.e. Remarkable Employer and Remarkable Employer — Ethnocultural Diversity. To obtain Remarkable Employer — Ethnocultural Diversity certification, an organization shall first demonstrate that it complies with the conditions for obtaining Remarkable Employer certification.

Groupe Ambition offers consultation services to organizations in the form of diagnostics, training, mentoring and the design of management tools to support their organizational development. The agency is designated** by the BNQ to administer the Remarkable Employer survey in organizations seeking certification.

The mission of the Ministère de l'Immigration, de la Diversité et de l'Inclusion is to promote immigration, select immigrant persons wishing to settle in Québec and support full participation by persons of immigrant background in Québec's development.

The BNQ is the only agency authorized to issue a Remarkable Employer or Remarkable Employer — Ethnocultural Diversity certificate of conformity under this certification program. It is also the only agency with the power to withdraw a certificate of conformity from an organization that has obtained it.

Organizations holding a valid certificate of conformity related to this certification program obtain the right to display the associated mark or marks of conformity in their administrative, commercial and advertising documents.

* Without diminishing the importance afforded to other facets involved in diversity management in the workplace, employment integration for immigrant persons and ethnocultural diversity management are considered government priorities.

** For this certification program, Groupe Ambition may delegate the promotion of the program to authorized representatives along with certain activities associated with preparing the survey (see Clauses 5.2.1 and 5.2.3).

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REMARKABLE EMPLOYER AND REMARKABLE EMPLOYER — ETHNOCULTURAL DIVERSITY — CERTIFICATION PROGRAM

1 PURPOSE AND SCOPE

This document sets out the rules and applicable requirements for the BNQ's Remarkable Employer and Remarkable Employer — Ethnocultural Diversity certification program.

The purpose of the program is to demonstrate the quality of an organization's internal business relations as it is perceived by its employees.

This document describes the steps in the process leading to the issuing of a Remarkable Employer or Remarkable Employer — Ethnocultural Diversity certificate and to the maintenance and renewal of the BNQ certification.

This certification program applies to any type of enterprise or organization, regardless of the product or service it supplies. To ensure the reliability of survey results for statistic and certification purposes, it is nevertheless offered to organizations having a minimum number of employees (see Annex A).

2 DEFINITIONS

For the purpose of this document, the following definitions shall apply:

person of immigrant background, n. Person born outside of Canada or person whose both parents were born outside of Canada. French: *personne issue de l'immigration*.

targeted staff, n. All employees and managers who are not part of the senior management team, including the president, chief executive officer and management committee members. French: *personnel ciblé*.

NOTES —

1 The term "targeted person", also used in this document, designates a person belonging to the targeted staff.

2 The total number of targeted persons includes the permanent staff and non-permanent staff (e.g.: seasonal and temporary) along with part-time staff or staff members on call. Volunteers or unpaid interns are not however included in the targeted staff.