



Action Plan for Persons with Disabilities

2024

Updated: February 2024

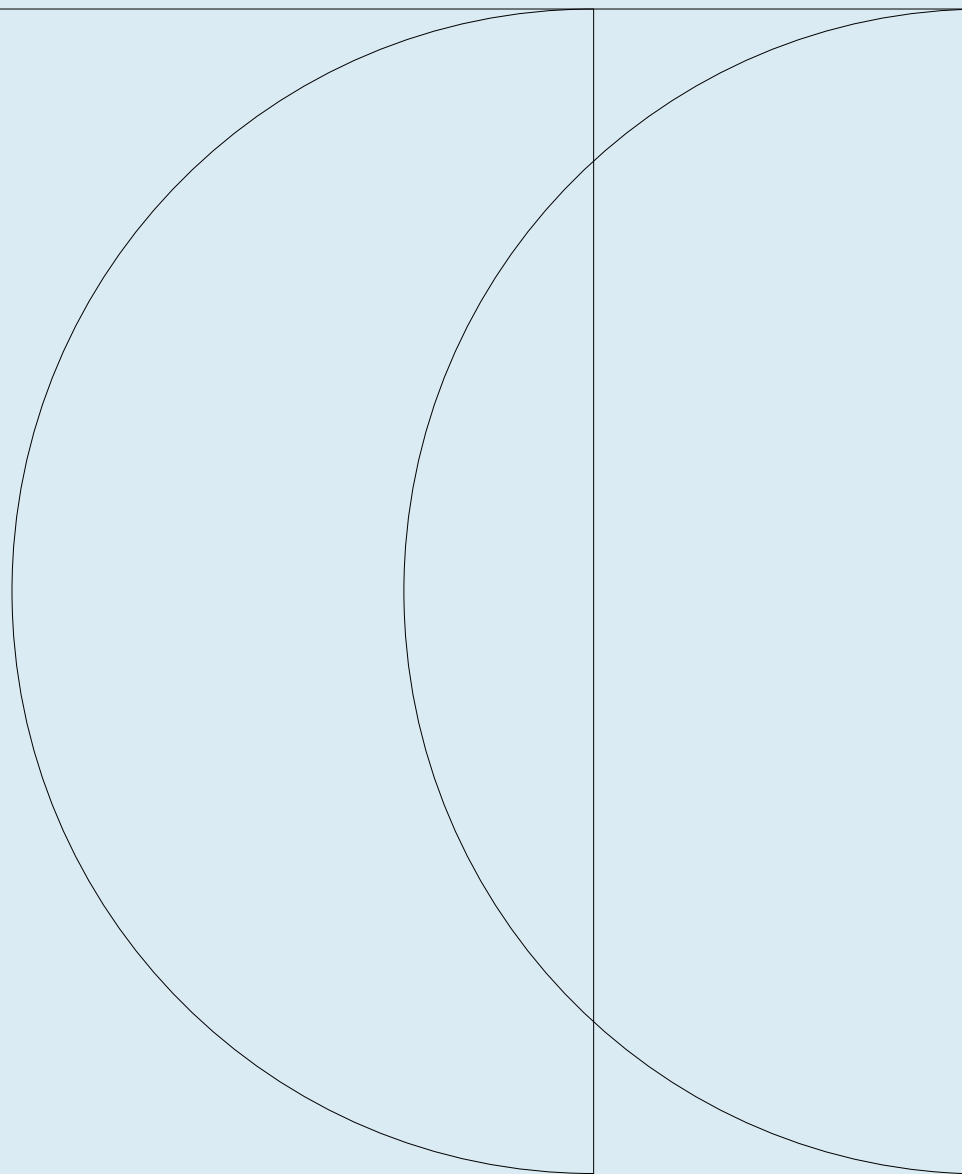


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Background

Caisse de dépôt et placement du Québec (CDPQ) hereby presents, in its 2024 (calendar year) 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, 2023, CDPQ employed **1,644** people throughout its offices in permanent, casual and internship positions. Of this number, **1,463** employees were located in Québec.

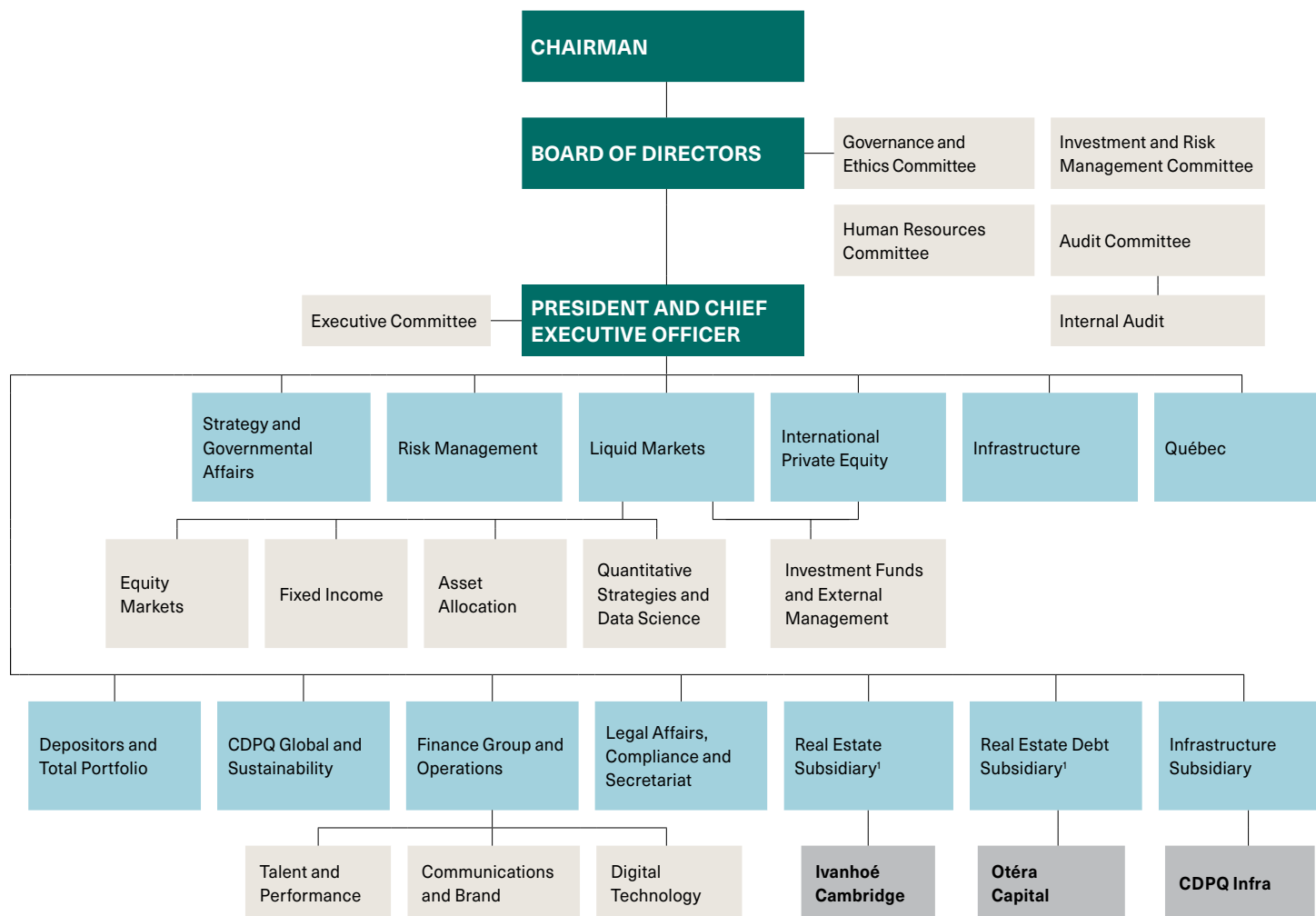
As at December 31, 2023, **53** CDPQ employees in Québec had voluntarily reported having a disability as defined by the Act. They hold positions at different levels in the organization, **representing 3.6%, or higher than the 2% target set by the Secrétariat du Conseil du trésor (SCT) in the Plan d'embauche 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, 2023)



1. On January 24, 2024, CDPQ announced the integration of its subsidiaries—Ivanhoé Cambridge and Otéra Capital—through a process that began at the end of January 2024 and will conclude 18 to 24 months later.

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.

2024 objectives and measures

OBSTACLE 1: Persons with disabilities are under represented among employees

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

Purposes	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 2024	Talent Acquisition	Q4 2024
1.2 Obtain candidates who identify as a person with a disability	Optimize and increase communications with organizations specialized in the employability of persons with disabilities	Number of specialized organizations contacted to promote job openings	Talent Acquisition	Q4 2024
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 accommodation requests 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.

2024 objectives and measures (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

Purposes	Measures	Indicators	CDPQ team responsible	Deadline
2.1 Raise employee awareness on the existence of disabilities other than to do with mobility	Publish two internal communications each year explaining the different types of disabilities and inform employees of accommodation measures available Expand consultation with specialized external firms to raise employee awareness on various disabilities	Communications published during the <i>Semaine québécoise des personnes handicapées</i> (Québec disabled persons week) Organizations contacted	Global Health and Safety, Communications and Brand	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 Safety	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	Annual training	Talent Acquisition	Ongoing
2.4 Educate team leaders on the importance of an inclusive environment for neurodiversity	Provide an explanatory document on neurodiversity to team leaders	Distribute a summary document to team leaders	Global Health and Safety	Q1 2024

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, dysorthographie, dyspraxia, autism spectrum disorders, Tourette's syndrome and gifted or high intellectual potential.

2024 objectives and measures (continued)

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

OBJECTIVE 3: Foster the integration process for persons with disabilities

Purposes	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	Ongoing
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 Safety	Ongoing
3.3 Foster the integration of persons with disabilities into their teams	Support team leaders when they welcome a new employees with disabilities	Feedback from supported team leaders	Global Health and Safety	Ongoing
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 Safety	Ongoing

2024 objectives and measures (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

Purposes	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 Safety	Q2 and Q4 2024
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 Safety	Ongoing
4.3 Facilitate access to documents in adapted formats on our website (e.g. annual report)	Make the most frequently consulted documents available in adapted formats Make it easier to obtain documents in adapted formats Look for IT tools to meet the <i>Standard sur l'accessibilité des sites Web</i> (standard on website accessibility)	Document production IT tools	Technology and Communications and Brand	Q4 2024
4.4 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 when a call for tenders is initiated	Basic criteria included in the tender documents	Global Health and Safety, Technology and Procurement	Q4 2024

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.

2024 objectives and measures (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

Purposes	Measures	Indicators	CDPQ team responsible	Status and deadline
5.1 Facilitate access to the building and ensure the security of the drop-off area	Create two parking spaces reserved for drop-offs (one on each street)	Create two parking spaces and ensure they are available	Work environment	Q4 2024
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 additional 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 2024

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 2023 related to access to documents and services it offers to the public.

Accommodation measures

CDPQ has not received any accommodation request in 2023 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 2024 consists of persons with disabilities and representatives from teams that are directly involved in activities for improving the employee experience and well-being of persons with disabilities, namely:

- Technology
- Talent Acquisition
- Global Health and Safety
- Work environment
- Communications and Brand
- Equity, 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. From time to time, we have sought the opinion of experts and consultants on actions to take with regard to the various measures in our plan.

Approval of the Action Plan

The 2024 Action Plan for Persons with Disabilities 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*, as well as in the *Careers* section on the *Our corporate culture* page.

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

For more information

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Appendix — Measures implemented in 2023 consistent with the Action Plan

Obstacle	Objectives	Measures	Indicators	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 Acquisition	Renewed
	Obtain candidates who identify as a person with a disability	Maintain communication with organizations specialized in the employability of persons with disabilities	Communicate with specialized organizations to create a partnership	Talent Acquisition	Q2 and Q4 2023, renewed in 2024
	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	Keep this notice in job postings Number of requests for accommodation in interviews	Talent Acquisition	Ongoing
	Improve equal access to employment	Implement the necessary mechanisms to make it easier persons with disabilities to self-identify when applying for a job	Maintain a voluntary identification questionnaire when candidates apply for jobs	Talent Acquisition	Ongoing

Appendix — Measures implemented in 2023 consistent with the Action Plan (continued)

Obstacle	Objectives	Measures	Indicators	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 two internal communications each year explaining the different types of disabilities and inform employees of possible accommodation measures	Communication published during the <i>Semaine québécoise des personnes handicapées</i> (Québec disabled persons week)	Global Health and Safety and Communications and Brand	Implemented in 2023
	Expand our knowledge of obstacles encountered by persons with a neurodiversity disability	Review of main obstacles encountered during the recruiting process Review of main employment obstacles	Update reference documents	Global Health and Safety	Implemented in 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	Training with an external firm	Talent Acquisition	Implemented in 2023
	Propose accommodation strategies for current employees with neurodiversity disabilities	Make available to HR and team leaders a document setting out best practices for accommodating the main neurodiversity disabilities	Distribution of a tool for inclusive recruitment to team leaders and the Talent Acquisition team	Global Health and Safety	Implemented in 2023

Appendix — Measures implemented in 2023 consistent with the Action Plan (continued)

Obstacle	Objectives	Measures	Indicators	Team responsible	Status
No job integration process specific for persons with disabilities	Improve our understanding of specific needs upon hiring	Update the hiring form for persons with disabilities to indicate their specific needs	Information capsule integrated into the process	Talent Acquisition	Update completed in 2023
	Improve the new employee integration experience	Provide customized support to all persons with disabilities	Feedback from those receiving customized support	Global Health and Safety	Implemented and renewed for 2024
	Foster the integration of persons with disabilities into their teams	Support team leaders when they welcome new employees with disabilities	Feedback from supported team leaders	Talent and Performance	Implemented and renewed for 2024
	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 Safety	Implemented and renewed for 2024

Appendix — Measures implemented in 2023 consistent with the Action Plan (continued)

Obstacle	Objectives	Measures	Indicators	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	Provide the measures to stakeholders and 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 Safety	Implemented and renewed for 2024
	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 Safety	Implemented and renewed for 2024
	Raise the awareness of new procurement team employees on applying Section 61.3 of the Act in our tendering process	Explain to various teams the application of Section 61.3	Present to members of various Management Committees	Procurement and Technology	Implemented in 2023 and renewed for 2024
	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	Communications and Brand and Technology	Renewed for 2024

Appendix — Measures implemented in 2023 consistent with the Action Plan (continued)

Obstacle	Objectives	Measures	Indicators	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 and ensure they are available	Work Environment	Renewed for 2024
	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	Implemented and renewed for 2024
	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	Implemented and renewed for 2024