



The McAteer Group of Companies

Diversity and Equal Employment Policy

Last updated September 2018

Overview

The McAteer Group of Companies (“McAteer” or “the Company”) is engaged in the provision of governance, advisory and third-party administration services for sponsors of health, pension, vacation pay, legal services, scholarship, training and other workplace benefit plans.

Purpose

McAteer is a growing company and hiring and retaining the best possible staff to meet the needs of our diverse client base is an ongoing objective of McAteer. Candidates and all current employees are considered during the hiring process and for advancement opportunities without regard to race, ancestry, place of origin, ethnic origin, colour, creed, sex, family status, sexual orientation, age, marital status, physical or mental disability or any other status or condition protected by applicable law. McAteer encourages and seeks diversity in its employee population. As with all other employment decisions, it is McAteer’s policy and practice to make reasonable accommodations for persons with disabilities.

Application of Policy

In all cases, McAteer complies with applicable federal and provincial labour and employment laws in selection, job assignment and all other employment decisions. This practice governs all aspects of employment, including selection, job assignment, compensation, discipline, termination, and access to benefits and training. Diversity is encouraged and supported by the Company in all aspects.

The Company seeks to promote and support diversity in its staffing. All candidates go through a recruitment process that is applied uniformly and where the selection is based on a review of skill and abilities, technical background to perform the job, past performance and education relative to the requirements of the job.

To meet the challenges of our business, McAteer will first look within our existing workforce for people to promote to more responsible positions. This means there may be outstanding opportunities for personal advancement. On-the-job performance and the potential for assuming greater responsibilities are the keys to personal progress.

Employees' abilities, skills, performance and attitude will determine their progress in being considered for more senior or responsible positions that are available within the organization. Employees are encouraged to talk with their Manager or to seek additional guidance from Human Resources, where they are seeking advancement. The Company supports specific industry related education and continually provides education and training on relevant topics, as covered under the Employee Handbook.

While it is McAteer's practice to promote from within, the Company seeks to find the best qualified candidate, as is expected and required by our clients. Accordingly, McAteer expressly reserves the right to hire from the outside in connection with the filling of any position.

Employment Applications

McAteer relies upon the accuracy of information contained in the employment application and the accuracy of other data presented throughout the hiring process and employment. Any misrepresentations, falsifications, or material omissions in any of this information or data may result in exclusion of the individual from further consideration of employment or, if the person has been hired, termination of employment.