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Canadian
Intellectual Property
Office

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Industry Canada
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PROTECTED
Employee Information

December 28, 2012

Jonathan Ward
499 McLeod Street, Unit #2
Ottawa ON K1R 5P9

Subject: Staffing Process Number: 11-DUS-IA-CORP-57333
Position Title: Head, Digital Strategy
Position Number: 25819
Group and Level: IS-05
Language Requirements: Bilingual Imperative CCC/CCC
Branch: Information Branch
Location: Gatineau QC

Dear Mr. Ward,

On behalf of Industry Canada, I am pleased to offer you an indeterminate appointment to the above-noted position, effective December 28, 2012.

The salary range for this group and level is from \$57,000 to \$67,000 per year. Your salary will be determined in accordance with the *Policy and Directives on Terms and Conditions of Employment*.

This position requires proficiency in the use of both English and French at the CCC/CCC level. Since you meet this requirement, you are entitled to the bilingualism bonus of \$800 per year.

This appointment is subject to recourse. The *Public Service Employment Act* provides the right to make a complaint to the Public Service Staffing Tribunal (PSST) to any person in the area of selection who participated in the appointment process. Should a complaint be received, the PSST will inform you.

Since you have not yet completed your probationary period, you will remain on probation until May 7, 2013.

Terms and conditions of employment of most employees in the public service are determined in large part by the provisions of collective agreements. Most collective agreements require the employer to deduct the amount of membership dues levied by the bargaining agent from the monthly pay of employees in the bargaining unit concerned. However, most collective agreements contain a provision exempting an employee from paying union dues on grounds of conscience (i.e., where an employee is a member of a religious organisation whose doctrine prevents him or her, as a matter of conscience from making financial contributions to an employee organisation). In these circumstances, exemption is contingent on the employee making contributions in an equivalent amount to a charitable organization.

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All employees are required to observe the *Values and Ethics Code for the Public Sector*. This Public Sector Code and Appendix B of the Treasury Board Secretariat Conflict of Interest and Post-Employment Policy have been incorporated into the Industry Canada Values and Ethics Code. This is an important document which is part of your conditions of employment. By accepting this offer, you undertake to comply with the Industry Canada Values and Ethics Code, both during and after employment. This document may be viewed at the following Web site: http://icweb.ic.gc.ca/eic/site/hr-rh.nsf/eng/h_00031.html.

If, after having read the Industry Canada Values and Ethics Code, you feel you may be in a real, apparent or potential conflict of interest, you must complete the confidential Disclosure Report Form within 60 days of the effective date of this appointment. A designated official will review the disclosure and advise you of any measures that may need to be taken. The reporting form, along with additional information on the review process, can be obtained from your Human Resources Advisor or at the following Web site: http://icweb.ic.gc.ca/eic/site/hr-rh.nsf/eng/h_00033.html. The completed form should be returned to: Rachel Bélanger, Labour Management Relations Office, Human Resources Branch, Room 104G, 1st Floor East Tower, 235 Queen Street, Ottawa, Ontario K1A 0H5.

Employees wishing to engage in political activities must respect the requirements set out in Part 7 of the *Public Service Employment Act*. Further information regarding the rights and obligations of federal employees may be viewed at the following Web site: <http://www.psc-cfp.gc.ca/plac-acpl/index-eng.htm>.

Industry Canada is committed to having a skilled and diversified workforce representative of the Canadian population. To meet this commitment, please complete the Self-Identification Form found in the "Self-Service" module of the Human Resources Management System <http://hrms.ic.gc.ca/psp/ps/GCHRMS/HRMS/?cmd=login&languageCd=ENG>. It is mandatory to complete Part A of the form. Although voluntary, we strongly encourage you to complete the entire form. If you have already self-declared in your job application, this information will be used as self-identification information for statistical reporting on the representation of employment equity groups within the public service. For more information, or if you would prefer a paper copy of the Self-ID form, please contact Employment Equity and Diversity at eedp_peed@ic.gc.ca.

Should you have workplace accommodation needs, please inform your manager prior to your appointment date or as soon as possible.

Under the Federal Government's *Policy on Learning, Training and Development*, employees have obligations to complete required training depending on the position they are appointed to. In order to facilitate the department in identifying your training needs, you are asked to complete the enclosed Required Training questionnaire, sign it and return it to Josée Gauthier, 50 Victoria, 5th floor, room 516-E, your sector's Learning Network Representative (LNR). It is very important that your LNR receives this questionnaire as soon as possible to comply with the *Policy* that requires employees who need required training to be registered within two months of appointment and to complete it in the eight months following their appointment.

With regard to the *Policy*, within the first month following appointment, you should complete your Personal Learning Plan, discuss it with your manager and inform your LNR when it is completed.

Upon your arrival at Industry Canada, you must also register to attend the mandatory departmental orientation session by sending a message including your manager's name to the following address: ICorientation@ic.gc.ca.

The *Canada Labour Code*, Part II stipulates that all employees have the responsibility to learn about and apply proper health and safety practices; and to take all reasonable and necessary precautions to protect themselves and others. All information pertaining to the *Canada Labour Code*, Part II, the health and safety programs, mandatory training can be found at the following address: <http://icweb.ic.gc.ca/ohwsp>.

This position requires a reliability security level. Our records indicate that you meet this condition of employment. In addition, you have a responsibility to maintain your reliability level.

The incumbent must demonstrate flexibility relating to hours of work. He must be prepared to work overtime on short notice and to work weekends upon occasion. This is a Business Requirement for this position. By accepting this offer, you are also accepting this condition.

The Government of Canada prohibits smoking in the workplace.

Please confirm your acceptance or refusal of this offer by returning a signed copy of the letter to Thérèse St-Arnaud, Human Resources Coordinator, 50 Victoria Street, Place du Portage, Phase 1, 4th Floor, Room 409-E, Gatineau QC, K1A 0C9.

Should you have any questions concerning this offer, please contact Marie-Claude Lehoux, Human Resources Advisor, at 819-934-4265.

Yours sincerely,



Marie-Andrée Katia Bertrand
A/Director
Information Branch

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I accept this offer and related terms and conditions of employment, including annex.

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I reject this offer.

Signature

c.c. CompensationServices/Servicesderémunération@ic.gc.ca

Date

2 January 2012