

Management Report

HR Quarterly Report

May 4, 2021

PURPOSE

To update directors on HR initiatives and activities planned and/or underway.

HIGHLIGHTS

COVID-19: Ottawa is currently in a lockdown situation with concerning rates of infection. We are still closely monitoring the situation on a weekly basis and following the guidance of officials at the Public Health Agency of Canada, the Province of Ontario and the City of Ottawa.

- All CNA employees and part-time consultants remain working remotely with the exception of a couple of staff going in more frequently on a scheduled basis to prepare for our upcoming move in June 2021.
- All domestic and international travel remains cancelled.
- Continuing Monday AM team operations meeting together and have tried alternating social hours as well as informal team meetings to keep conversations going. Some employees are also checking in on other employees on a one-on-one basis as well.
- Each team member has different personal circumstances and may have additional responsibilities looking after children, or eldercare so we continue to monitor it closely and offer support.

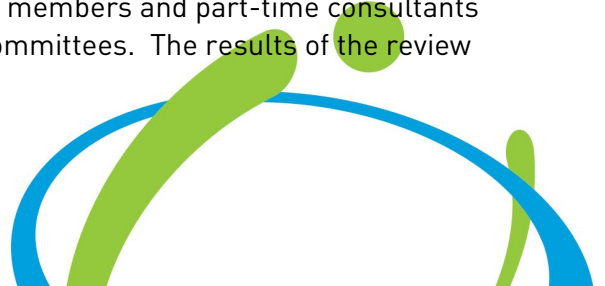
People/Workforce Management: In March 2021, after an extended search, the CNA hired Camil Ghajary as our new Government Relations Specialist to fill the vacancy from 2020.

John Stewart will be retiring on May 21st, 2021 after a 10-year career with the CNA, and he will be providing us with 5 hours of his time for the next year to support the transition that was negotiated. We are evaluating skill sets required and will be posting for a new role (title/level to be determined) later in Q2.

We regret the departure of Tricia Weagant on May 7, 2021 and will be posting to replace this position immediately. Tricia has contributed a great deal to the CNA while here, including leading the organization through the pandemic, developing the new strategic plan and accompanying Board scorecard, establishing the issues management group, significantly increasing the industry's positive presence in the media and preparing the team for the relocation in June 2021.

In March 2021, John Gorman completed an external led 360° McQuaig leadership review for personal and professional development purposes. All staff members and part-time consultants participated, along with some key members of the board committees. The results of the review

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have been debriefed with John by the consultant, and next steps include preparing a personal action plan on any selected focus areas. Overall, the review highlighted strong synergies with the expectations of all those that supplied input.

We have been approved for two summer student positions from the Canada Summer student programs and have posted these opportunities to support CNA project initiatives and do our part to support student employment.

Diversity and Inclusion: The CNA has established an internal committee focused on diversity and inclusion. The core mandate of the D&I Committee is to establish programming for the CNA team for continuous development of awareness and sensitivity to related issues.

We are hosting quarterly meetings with the entire team to discuss various topics of interest as it pertains to diversity and inclusion to advance our overall awareness. We held our first internal speaker series on April 28, 2021 to discuss how racism impacts the full lifecycle of Black, Indigenous and People of Colour (BIPOC) and immigrants in areas such as employment and career advancement, education, healthcare and policing. The presentation had been previously given to the Hire Immigrants Ottawa's virtual summit, led by Wes Hall, Founder of the BlackNorth Initiative. Afterwards, we had an open group discussion about topics presented and shared stories around these important issues.

Currently employees are participating in the monthly Coursera Indigenous Canada Course. Indigenous Canada is a 12-lesson Massive Open Online Course (MOOC) from the Faculty of Native Studies that explores Indigenous histories and contemporary issues in Canada. From an Indigenous perspective, this course explores key issues facing Indigenous peoples today from a historical and current perspective. The team, including John Gorman, meet regularly to participate in ongoing discussions to enhance the learnings from the course.

We are committed to diversity on the virtual stage at CNA2021. We have come close to gender parity in the past and aim to maintain our commitment to a diverse line-up on stage for CNA2021 with the aim of hitting gender parity on stage by 2025, in line with DAWN objectives. This coming year, we are aiming for 40% gender goals for our event. CNA continues to support the Equal by 30 campaign and its framework by keeping track of our progress, against our commitments, made in 2018. We continue to promote its importance to our stakeholders and over social media outlets. Most recently, we supported their work through requesting staff to fill out a survey, deployed by Diversio, the company used to compile the signatory's data and analyze diversity and inclusion in energy. The findings of this report were released on March 8, 2021 – International Women's Day.

Benefits: In March 2021, our benefits provider led an overview of our benefits options to employees to keep them informed.

HR Policy/Program Review: There are no planned changes at this time.