



**Independent Limited Assurance Report on the selected sustainability information  
included in the CIMA+ S.E.N.C. Social Responsibility Report**

For the year ended January 31, 2016

Prepared in accordance with:

Canadian Standard on Assurance Engagements 3000, *Attestation engagements other than audits or reviews of historical financial information* ('CSAE 3000').

The contents of this report are strictly confidential, and its use is restricted. Unauthorized use of this report, in whole or in part, is strictly forbidden.



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**SECTION I: Independent practitioner’s limited assurance report on the “Key Performance Indicators Appendix” of the CIMA+ S.E.N.C. Social Responsibility Report 2015-2016**

**To the Board of Directors and Management of CIMA+ S.E.N.C.**

We have undertaken a limited assurance engagement of the “Key Performance Indicators Appendix” (together “the subject matter”) contained in the CIMA+ S.E.N.C. (“CIMA”) Social Responsibility Report for the year ended January 31, 2016. This engagement was conducted by a multidisciplinary team including assurance practitioners and individuals with sustainability experience.

***Scope and subject matter***

Our scope is limited only and exclusively to the above mentioned appendix and is not extended to any other information, note, section and paragraph of the CIMA Social Responsibility Report.

We were not engaged to report on comparative figures for the prior years and we were not engaged to report on trends, variances and any other additional information not specifically mentioned in the following Scope and subject matter paragraph.

With reference to the “Key Performance Indicators Appendix”, our limited assurance engagement was performed on the following:

- Employment benefits provided
- Health and Safety
- Training and Education
- Diversity and Equal Opportunity
- Anti-Corruption

The organizational boundaries for each Key Performance Indicator have been disclosed in the above mentioned appendix.

***CIMA’s Responsibility***

With reference to the “Key Performance Indicators Appendix”, CIMA is responsible for the selection and application of the reporting criteria (the “Applicable Criteria”) detailed in the above mentioned appendix . CIMA is responsible for the preparation and presentation of the appendix in accordance with the reporting criteria. CIMA is also responsible for maintaining adequate records and internal controls that are designed to support the reporting process.



### ***Inherent Uncertainty***

Non-financial data is subject to more inherent limitations than financial data, given both the nature and the methods used for determining, calculating, sampling or estimating such data. Qualitative interpretations of relevance, materiality and the accuracy of data are subject to individual assumptions and judgments.

We have not carried out any work on data reported for prior reporting periods nor in respect of future projections and targets. We have not conducted any work outside of the agreed scope and therefore restrict our conclusion to the above mentioned subject matter.

### ***Our Independence and Quality Control***

We have complied with the Code of Ethics for Professional Accountants issued by the International Ethics Standards Board for Accountants, which includes independence and other requirements founded on fundamental principles of integrity, objectivity, professional competence and due care, confidentiality and professional behavior.

The firm applies the Canadian Standard on Quality Control CSQC 1 (*Quality control for firms that perform audits and reviews of financial statements, and other assurance engagements*), issued by the Auditing and Assurance Standards Board, and accordingly maintains a comprehensive system of quality control including documented policies and procedures regarding compliance with ethical requirements, professional standards and applicable legal and regulatory requirements.

### ***Our Responsibility***

Our responsibility is to express a limited assurance conclusion on whether anything has come to our attention to indicate that the “Key Performance Indicators Appendix” is not stated, in all material respects, in accordance with the “Applicable Criteria”.

We conducted our limited assurance engagement in accordance with the Canadian Standard on Assurance Engagements (CSAE) 3000, *Attestation engagements other than audits or reviews of historical financial information*, set out in the CPA Canada Handbook – Assurance. These standards require that we comply with ethical requirements and plan and perform the assurance engagement to obtain limited assurance on the subject matter.

A limited assurance engagement undertaken in accordance with CSAE 3000 involves assessing the suitability in the circumstances of CIMA’s use of the Applicable Criteria, assessing the risks of material misstatement whether due to fraud or error, responding to the assessed risks as necessary in the circumstances, and evaluating the overall presentation of the statements. A limited assurance engagement is substantially less in scope than a reasonable assurance engagement in relation to both the risk assessment procedures, including an understanding of internal control, and the procedures performed in response to the assessed risks.

The procedures we performed were based on our professional judgment and included inquiries, observation of processes performed, inspection of documents, analytical procedures, evaluating the appropriateness of quantification methods and reporting policies, and agreeing or reconciling with underlying records.



Given the circumstances of the engagement, in performing the procedures listed above we:

- Through inquiries, obtained an understanding of CIMA's control environment and information systems relevant to quantification and reporting, but did not evaluate the design of particular control activities, obtain evidence about their implementation or test their operating effectiveness;
- Evaluated whether CIMA's methods for calculating the KPIs are appropriate and had been consistently applied, however, our procedures did not include testing the data on which the KPIs are based.

The procedures performed in a limited assurance engagement vary in nature and timing from, and are less in extent than for, a reasonable assurance engagement. Consequently, the level of assurance obtained in a limited assurance engagement is substantially lower than the assurance that would have been obtained had we performed a reasonable assurance engagement. Accordingly, we do not express a reasonable assurance opinion about whether CIMA's subject matter, including the "Key Performance Indicators Appendix", has been prepared, in all material respects, in accordance with the Applicable Criteria applied as explained in this appendix.

### ***Limited Assurance Conclusion***

Based on the procedures we have performed and the evidence we have obtained, nothing has come to our attention that causes us to believe that the "Key Performance Indicators Appendix" included in the CIMA Social Responsibility Report for the year ended January 31, 2016 are not prepared, in all material respects, in accordance with the Applicable Criteria.

### ***Restriction on use***

This report, including the conclusion, has been prepared solely for the Board of Directors and Management of CIMA, to assist Management in reporting on the company's sustainability performance and activities. We permit the disclosure of this report within the CIMA Social Responsibility Report for the year ended January 31, 2016, to enable Management to demonstrate that they have discharged their governance responsibilities by commissioning an independent assurance report on the selected information contained in the report. To the fullest extent permitted by law, we do not accept or assume responsibility to anyone other than the Board of Directors and Management of CIMA for our work or this report, save where terms are expressly agreed and with our prior consent in writing.

*PricewaterhouseCoopers LLP*

November 29, 2016

Montreal (Quebec)

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<sup>1</sup>CPA auditor, CA, public accountancy permit No. 113424



**SECTION II: 'Key Performance Indicators Appendix' of CIMA+ for the period from February 1, 2015 to January 31, 2016**



## CIMA+ Social Responsibility Report 2015-2016

### Key Performance Indicators Appendix

#### INTRODUCTION

This document describes the methodology and assumptions related to the Key Performance Indicators (“KPIs”) presented on pages 20 to 27 of the CIMA+ 2015-2016 Social Responsibility Report.

All the KPIs listed below have been calculated considering the performance of the company in the period from February 1, 2015 to January 31, 2016 unless otherwise indicated. All the KPIs were calculated considering the performance of the CIMA+ Canadian operations and entities exclusively. Data includes partners, associate partners and all employees, except for students and interns as of January 31, 2016, unless otherwise indicated.

#### 1) Employment benefits provided

**Description:**

Benefits which are standard for full-time employees of the organization but are not provided to temporary or part-time employees, for all CIMA+ offices in Canada.

**Assertions:**

We provide group insurance with three coverage levels, allowing employees to customize their coverage based on their needs and those of their family; Employee assistance program (EAP); Pension plan: The employer contributes 4% of the employee’s base salary provided the employee also contributes to the plan; Employee ownership plan; Sick days (24 hours per year); Discounts to fitness centres.

#### 2) Health and Safety

**Description:**

- Number of lost-time accidents
- Number of lost days of work
- Number of medical consultations
- Fatalities
- Accident frequency
- Absenteeism rate

**Assertions:**

	2015
Accident frequency	2.36



GRI indicators	By region				By gender		By status		Total
	Quebec	Ontario	Western Canada	Atlantic Provinces	M	F	Employee	Supervisor	
Number of lost-time accidents	1	0	2	0	2	1	3	0	3
Number of lost days of work	28	0	21	0	21	28	49	0	49
Number of medical consultations (excluding lost-time accidents)	3	0	0	0	2	1	3	0	3
Fatalities	0	0	0	0	-	-	-	-	0

Absenteeism rate	Gender	Atlantic provinces	Ontario	Western Canada	Quebec	Overall total
Employee	M	7.10%	2.89%	3.29%	4.17%	3.98%
	F	0.62%	3.34%	5.15%	5.67%	5.31%
Supervisor	M	0.00%	1.62%	1.05%	1.48%	1.42%
	F	--	--	--	1.57%	1.57%
Overall total		4.62%	2.90%	3.47%	4.36%	4.12%

**Methodology and assumptions:**

- **Period covered:** from January 1, 2015 to December 31, 2015.
- **Lost-time accident** = accident resulting in at least one day of absence from work (in addition to the day on which the worker consulted a health professional)
- **Lost days** = The length of the absence is measured from the day following the medical consultation to the eve of the day on which the employee returns to work in their usual job, or under restricted job conditions
- **Medical consultation** = A work-related incident for which an employee needs medical consultation and treatment (without a day of absence from work in addition to the day on which consultation and treatment were provided)
- **Absenteeism rate** = (Hours planned minus hours worked / hours planned) x 100
- **Accident frequency** = Number of lost-time accidents x 1,000,000 / Number of hours worked
- **Fatalities** = Number of work-related deaths

*Note: The above definitions were developed using the OHSAS 18001 standard and can be found in CIMA's Incident Management SSE-P10-04 guidance document.*





### 3) Training and Education

**Description:**

- Total hours of training
- Average hours of training by gender and job category

**Assertions:**

Hours of training	Total hours	Number of employees	Average by gender
Men	15,312.25	1,235	12
Women	5,989.55	530	11
<b>Total</b>	<b>21,301.80</b>	<b>1,765</b>	<b>12</b>

Average number of training hours by job category	
Clerical	3
Administrative	8
Semi-professionals and Technicians	9
Professionals	17
Middle Managers	11
Senior Managers	12
<b>Overall average</b>	<b>12</b>

**Methodology and assumptions:**

- Hours of training were calculated through our time sheet submission system and are tracked through our Finance Department.
- All staff that have worked at CIMA+ during the period covered are included (1,765).

### 4) Diversity and Equal Opportunity

**Description:**

- Number and percentage of employees by age, gender, and job category
- Number of governance body members by age and gender

**Governance composition**

**Board of Directors**

Age	M	F	Total
40-49 years	0		0
50-59 years	1		1
60 years +	4		4
<b>Total</b>	<b>5</b>		<b>5</b>



#### Executive Committee

Age	M	F	Total
40-49 years	2	1	3
50-59 years	10		10
60-69 years			
<b>Total</b>	<b>12</b>	<b>1</b>	<b>13</b>

#### Governance and Ethics Committee

Age	M	F	Total
30-39 years	1	0	1
40-49 years	3	1	4
50-59 years	0	0	0
60 years +	1	1	2
<b>Total</b>	<b>5</b>	<b>2</b>	<b>7</b>

#### Number and percentage of employees by age and job category

Age Groups	Clerical	Administrative	Semi-professionals and Technicians	Professionals	Middle Managers	Senior Managers	Total
<b>Less than 30 years</b>	14	11	87	121			233
	0.9%	0.7%	5.9%	8.2%	0.0%	0.0%	15.8%
<b>30-49 years</b>	12	82	304	335	51	61	845
	0.8%	5.5%	20.6%	22.7%	3.5%	4.1%	57.2%
<b>50 years and over</b>	18	46	137	68	29	102	400
	1.2%	3.1%	9.3%	4.6%	2.0%	6.9%	27.1%
<b>Total</b>	<b>44</b>	<b>139</b>	<b>528</b>	<b>524</b>	<b>80</b>	<b>163</b>	<b>1,478</b>
	<b>3.0%</b>	<b>9.4%</b>	<b>35.7%</b>	<b>35.5%</b>	<b>5.4%</b>	<b>11.0%</b>	<b>100.0%</b>

#### Number and percentage of employees by designated group and job category

Designated Groups	Clerical	Administrative	Semi-professionals and Technicians	Professionals	Middle Managers	Senior Managers	Total
Aboriginals	--	1	3	2	2	1	9
		0.1%	0.2%	0.1%	0.1%	0.1%	0.6%
Women	26	126	124	133	12	20	441
	1.8%	8.5%	8.4%	9.0%	0.8%	1.4%	29.8%
People with disabilities	1	1	6	2	--	1	11
	0.1%	0.1%	0.4%	0.1%	0.0%	0.1%	0.7%
Visible minorities	--	9	30	45	2	--	86
		0.6%	2.0%	3.0%	0.1%		5.8%
<b>Sub-total designated</b>	<b>27</b>	<b>137</b>	<b>163</b>	<b>182</b>	<b>16</b>	<b>22</b>	<b>547</b>
	<b>1.8%</b>	<b>9.3%</b>	<b>11.0%</b>	<b>12.3%</b>	<b>1.1%</b>	<b>1.5%</b>	<b>37.0%</b>
Non-designated	18	12	374	351	65	141	961
	1.2%	0.8%	25.3%	23.7%	4.4%	9.5%	65.0%

\* The total for the designated and non-designated groups is 102%, because some individuals may be part of more than one designated group.



**Methodology and assumptions:**

- The number of employees was calculated as a headcount of employees who were active as of January 31, 2016, and includes employees who were also on parental leave (maternity and paternity leave), temporary discharge, sick leave, and on disability.

## 5) Anti-Corruption

**Description:**

- Percentage of employees who completed the ethics training course
- Percentage of partners, associate partners and managers who completed the advanced ethics training course

**Assertions:**

Ethics training	
% of employees, partners and associate partners who have completed the ethics training course (Block I)	99.7%
% of partners, associate partners and managers who have completed the advanced ethics training course (Block II)	68.8%

**Methodology and Assumptions:**

- The number and percentage of employees who completed the ethics training course was calculated as a headcount of partners, associate partners, and permanent, temporary and casual employees on staff as of January 31, 2016 who had completed the general ethics training course when this report was published.
- The number and percentage of employees who completed the advanced ethics training course was calculated as a headcount of partners, associate partners and managers on staff as of January 31, 2016 who had completed the advanced ethics training course when this report was published.