

Employer / Company Profile Guideline

Purpose

The Company / Employer Profile provides the auditor and audit reviewer with a concise picture of the organization and the operations included within the audit scope. It is more than an introduction to the employer: it establishes the context needed to understand the organization, evaluate the audit sample and interpret the audit findings.

A well-written profile should allow someone who is unfamiliar with the employer to understand what work is performed, who performs it, where the work occurs and which operations are represented in the audit.

Where The Profile is Entered

The profile is entered in the audit tool as follows:

- Excel Audit Tool – Audit Tool section, Introductory Comments field.
- AuditSoft Tool – Summary Information section, Employer / Company Profile field.

Minimum Profile Requirements

The profile should clearly describe the following four areas:

PROFILE AREA	WHAT TO INCLUDE
Type of Work	A brief description of the employer's primary operations, services and nature of work.
Positions and Job Functions	The main employee groups, positions and key job functions included within the audit scope.
Work Activities and Tasks	The primary activities and tasks being performed, particularly those that help explain the organization's operational and health and safety context.
Locations and Work Sites	The offices, facilities, operational sites and other work locations included within the audit scope.

Additional Considerations for Municipalities

Municipal profiles should identify the services and operational areas included in the audit scope. The profile should reflect the municipality's actual structure and services rather than relying only on a general statement that the organization provides municipal services.

Depending on the municipality, services may include:

- Administration and corporate services
- Public Works and road operations
- Water and wastewater operations
- Parks, cemeteries and grounds maintenance

Sensitivity Level: Public

Current approved documents are maintained online. Printed copies are uncontrolled.

- Recreation centres, arenas and community facilities
- Fleet and equipment maintenance
- Transfer stations, lift stations or other utility infrastructure
- Fire and emergency services
- Protective or enforcement services
- Other specialized municipal operations included in the audit scope

Writing the Profile

Use enough detail to establish the audit context without turning the profile into a full organizational history. Focus on information that helps explain the scope and supports the sampling plan.

- Write in plain language that can be understood by a reviewer who is unfamiliar with the employer.
- Describe current operations and the audit scope; avoid copying generic wording from the employer's website.
- Identify operational diversity. If work differs significantly between departments, facilities or employee groups, make that clear.
- Include relevant geographic context where work is dispersed across multiple communities, facilities or operational areas.
- Use position or employee-group information that helps explain who is represented in the interview sample.
- Ensure the profile aligns with the organizational information, site list and sampling plan submitted for the audit.

What to Avoid

- A profile that only states the employer's name, location and number of employees.
- A broad statement such as "provides municipal services" without identifying the services included.
- A list of departments with no explanation of the work they perform.
- Copying promotional or historical information that does not help establish the audit scope.
- Leaving out operational sites, employee groups or services that are included in the audit.
- Providing profile information that conflicts with the approved sampling plan or site list.

Example – Municipal Employer Profile

Example:

The Town of Grey Goose (a fictional municipality) is located in central Alberta and provides services to approximately 18,000 residents and employing approximately 165 permanent, temporary, seasonal and casual employees.

Audit Scope: The audit includes employees and operations within Administration and Corporate Services, Public Works, Water and Wastewater, Parks and Recreation, Fleet and Facility Maintenance, Protective Services and Fire Services.

Operations include:

- Administration and Corporate Services – leadership, finance, human resources, information technology and administrative functions.

- Public Works – road and infrastructure maintenance, snow and ice control, drainage and heavy equipment operations.
- Water and Wastewater – operation, inspection and maintenance of municipal water and wastewater systems.
- Parks and Recreation – recreation facility operations, parks and grounds maintenance, programming and seasonal activities.
- Fleet and Facility Maintenance – maintenance and repair of municipal vehicles, equipment, buildings and facilities.
- Protective and Fire Services – enforcement, community safety, emergency response, fire suppression and rescue activities.

Positions within the audit scope include senior leaders, managers and supervisors, administrative and professional employees, equipment operators, utility operators, facility and maintenance employees, recreation staff, enforcement personnel, firefighters, labourers and seasonal employees. Primary work locations include the Municipal Administration Building, Public Works Shop, Fleet Maintenance Shop, Recreation Centre, Water and Wastewater Treatment Facilities and Fire Hall. Employees also perform work at roads, parks, utility infrastructure and other field locations throughout the municipality.

The municipality's operations include a range of administrative, operational, public-facing and emergency-response work performed across multiple facilities and field locations.