



E-VOTING PROCEDURE

Employees are entitled to vote but not required by law to do so. If an employee is unsure whether they would be considered part of the bargaining unit, they may register and vote anyway. Provisions will be made not to count votes from employees who are not part of the bargaining unit.

Electronic Voting (E-Voting) is designed to ensure that votes are kept secret and that the individual wishes of the person casting a ballot are never made known.

STEP 1 – REGISTER TO VOTE

- When a workplace representation vote takes place by E-Voting, employees will be advised through the Notice of Election to contact the Board via email at labourboard@novascotia.ca on or before a certain date and to provide the necessary information to register to vote, specifically:
 - their full name; and
 - email address to be used for voting.
- If employees have questions or concerns, they can contact the Board by email or by phone at 1-877-424-6730.

STEP 2 – VOTE

- An email will be sent to registered voters with unique and secure authentication credentials as well as a direct link with the credentials encrypted into it.
- Voters can go to the voting portal and enter their credentials or they can click on the direct link and they will be automatically authenticated.
- Voters will be presented with a tamper-proof electronic ballot and they can fill out the ballot.
- A confirmation form will be displayed for voters to review prior to submitting. Once complete, the results are encrypted and anonymous. A receipt will be issued to voters and they will be blocked from voting again.

STEP 3 – VOTE COUNT

- Only votes of employees determined by the Board to be properly in the bargaining unit will be counted.
- Voters who are determined not to be eligible to vote will be marked as “excluded” in the system and they will be automatically excluded from the results. The results will then be tabulated.

- This ensures that votes are kept secret, while providing an opportunity for every employee to vote. All of the above procedures take place under the Board's supervision.
- The parties will be notified of the result of the vote count and the Board's order will be posted in the workplace with the outcome of the vote. Employees may contact the parties (such as their employer or union) for more information about the results.

ABOUT E-VOTING

E-Voting is reliable, secure, and accessible. It is used by most jurisdictions in Canada to conduct workplace representation votes with excellent results, particularly as it relates to the participation of eligible voters. If a vote proceeds electronically, it is still conducted within 5 working days when required under section 25(3) of the *Trade Union Act*.

Simply Voting is the name of the company that provides E-Voting services for the Board. Its headquarters and servers are located in Canada. As part of the Board's contract with Simply Voting, they have committed to storing all of our data on Canadian servers. Simply Voting has implemented several features to ensure the security, reliability, and confidentiality of a vote, including firewall and network protection, encryption, and voter authentication. These measures ensure that certified results can be provided and that only one vote can be submitted per voter. For more information on Simply Voting, you may wish to visit <https://www.simplyvoting.com>.

PRIVACY NOTICE TO VOTERS

The Nova Scotia Labour Board collects your personal information when you register to vote in the representation vote organized by the Board as part of administering the representation vote. This collection is done pursuant to the Nova Scotia *Trade Union Act* and *Freedom of Information and Protection of Privacy Act*.

The Board uses the personal information that you provide for the following purposes:

- To set up voters for the representation vote;
- To identify voters that will participate in the representation vote;
- To create a voter registration list for the representation vote;
- To generate authentication IDs and PINs for registered voters;
- To provide the system-generated IDs, PINs, ballots and voting instructions to registered voters;
- To facilitate electronic representation voting and to aid the decision of the Board on the matter before it;
- To communicate with voters when necessary for the proper administration of the representation vote by the Board;
- For the effective management of representation vote processes, including the management and resolution of election complaints from voters, the auditing of processes, and reporting to the Board.

The Board uses and discloses your personal information for the purposes described above and to administer the representation vote. The Board may only use or disclose your information for another purpose if the Board is authorized by law to do so.

By submitting your personal information to participate in the representation vote, you acknowledge that the information provided to the Board is correct and accurate, and you consent to the collection, use and disclosure of your information.

Simply Voting Inc., the Board's approved vendor, will support the E-Voting application and the vendor has its own [Privacy Policy](#) and [Terms of Service](#) for your review and understanding.

To read more about how the Board respects your privacy, you may wish to review the Government of Nova Scotia's full privacy statement [here](#). If you have any questions about how the Board handles your personal information, or if you want to request access to or correct your information, please contact:

Nova Scotia Labour Board

labourboard@novascotia.ca

1-877-424-6730