

THE AFFIRMATIVE ACTION PLAN

OF

The Name of the Company

DATE

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POLICY STATEMENT

The Name of the Company Equal Employment Opportunity and Affirmative Action Policy is to apply to all employees and applicants.

Policy

1. It is the Company's policy to provide equal employment opportunity to all employees and applicants for employment without regard to race, sex, color, creed, religion, national origin, age, disability, marital status, sexual orientation or other category in accordance with all applicable laws, directives and regulations of federal, state and city entities. This policy applies to all the terms and conditions of employment including, but not limited to hiring, placement, promotion, termination, layoff, recall, transfer, leave of absence, compensation and training. Advancement to positions of greater responsibility is based on an individual's abilities and demonstrated performance.
2. The Company is committed to Equal Employment Opportunity and as part of our Affirmative Action Plan we shall:
 - (a) Recruit, hire, upgrade, train and promote in all job classifications, without regard to race, sex, color, creed, religion, age, national origin, disability, marital status, sexual orientation or other category in accordance with all applicable laws, directives and regulations of federal, state and city entities;
 - (b) Base employment decisions on the principles of Equal Employment Opportunity, and with the intent to further the Company's Affirmative Action commitment;
 - (c) Ensure that all terms and conditions of employment such as compensation, benefits, layoff, return from layoff, Company-sponsored training, educational tuition assistance, social and recreation programs, shall be administered without regard to race, sex, color, creed, religion, age, national origin, disability, marital status, sexual orientation or other category in accordance with all applicable laws, directives and regulations federal, state and city authorities;

- (d) **Ensure that promotion decisions will be made in accordance with the principles of Equal Employment Opportunity and Affirmative Action by imposing only valid requirements for promotional opportunities;**
 - (e) **Take action to prevent harassment including sexual harassment or intimidation of all employees, particularly those encompassed by the Company's affirmative action efforts.**
- 3. **The Company will vigorously pursue opportunities to recruit and develop job candidates who have the desire and potential for becoming qualified employees through our Affirmative Action Program.**
- 4. **Management performance in this program will be evaluated, as is performance in other company goals.**
- 5. ***The Name and Title of Person* has been assigned responsibility for the implementation and administration of the Affirmative Action Program. He/She also has been designated to develop and administer the Affirmative Action Program and ensure that the intent and practice of this policy is carried out.**

IMPLEMENTATION OF PLAN

 Name and Title of Person of The Name of the Company is responsible for the internal and external dissemination of all policies.

A. Internally, the Company will disseminate the Equal Employment Opportunity and other related Policies as follows:

1. All EEO/AA related policy statements will be included in the Company's Policy and Procedure Manual.
2. All EEO/AA related policy statements are permanently posted on the Company bulletin board.
3. The Company's Equal Employment Opportunity and other related Policies will be communicated and discussed with all employees at meetings as needed. Individual employee's responsibilities will be explained.
4. On an ongoing basis, the Company's Equal Employment Opportunity related Policies will be discussed at employee orientations and training sessions.
5. When employees are featured in product or consumer advertising, employee handbooks or similar publications, both minorities or people of color and women will also be pictured.
6. The existence of the Company's Affirmative Action Plan will be communicated to all employees on an ongoing basis. Such elements of the plan will be made available and would enable such employees to know and avail themselves of its benefits.

B. Externally, the Company will disseminate the Equal Employment Opportunity and other related Policies as follows:

1. All recruiting sources will continue to be informed, on an ongoing basis, both verbally and in writing of the Company's Equal Employment Opportunity and Affirmative Action Policy. We also encourage them to actively recruit and refer minorities or people of color and female candidates.

2. Purchasing is to incorporate the equal employment clause in all purchase orders, leases, contracts, etc., as required by law, executive orders, and implementation rules and regulations. Written notice is to be sent to all subcontractors, vendors and suppliers requesting appropriate action on their part.
3. Minorities or People of Color and women's organizations, community agencies, and referral agencies will be notified verbally and, in writing, on an ongoing basis, relative to the Company's Equal Employment Opportunity Policy and job openings.
4. All employment candidates are to be informed of the Company's Equal Employment Opportunity and Affirmative Action related Policies. If requested, prospective employees may review sections of the Affirmative Action Plan that would allow the individuals to know and avail themselves of the benefits of the program.
5. When employees are pictured in consumer or help wanted advertising, both minorities or people of color and women will also be shown.
6. Recruitment advertisements, and literature, bear the phrase, "An Equal Opportunity/Affirmative Action Employer."

ADMINISTRATIVE RESPONSIBILITY

 Name and Title of Person of The Name of the Company and the Equal Employment Opportunity Designee are responsible for the effective administration of this Affirmative Action Plan. His/Her responsibilities include, but are not limited to the following:

1. Developing all affirmative action plans and programs, policy statements, and internal and external communications techniques;
2. Designing and implementing data collection and reporting systems that will:
 - (a) identify areas and degrees of underrepresentation and underutilization, and other disparities in all selection processes and indicate the need for remedial action;
 - (b) determine the degree to which the goals and objectives of affirmative action plans are being met; and
 - (c) measure the effectiveness of the affirmative action plans.
3. Summarizing statistical data and other relevant information to identify underrepresentation and underutilization, and other problem areas;
4. Developing and implementing programs and other measures for corrective action as are necessary to achieve the goals and objectives of the plan and to alleviate underrepresentation and/or underutilization and other problem areas;
5. Reviewing and approving the adequacy of affirmative action efforts at all stages of the employment selection process;
6. Establishing realistic programs for achieving compliance with this Affirmative Action Plan and providing technical assistance;
7. Preparing written reports evaluating implementation and progress of the affirmative action plan and recommending necessary changes;

8. Engaging in regular discussions with all employees to assure that the Company's policies are being followed;
9. Serving as liaison between the Company and enforcement agencies;
10. Remaining informed of the latest developments in the equal employment area, including the requirements of law and designing updates and improvements to affirmative action plan in response to such developments;
11. Serving as liaison between Company and minority organizations, women's organizations and community groups concerned with employment opportunities of minorities or people of color and women;
12. Establishing reasonable goals and timetables for achieving compliance with this Affirmative Action Plan where there is manifest underutilization;
13. Ensuring that meetings are conducted with subordinate administrators, managers and supervisors to explain individual goals and responsibilities;
14. Ensuring that minorities or people of color and women are selected to participate in educational, training, administrative and part-time activities, which serve to ensure, full representation;
15. Ensuring that all subordinate, managers, supervisors and administrators receive annual written evaluations of the affirmative action efforts and results.

UTILIZATION ANALYSIS

The following section represents an analysis of the workforce. The representation of minorities or people of color and women employees have been compared to the availability of the labor force as reported by the U.S. Department of Labor, Bureau of Labor Statistics, in the 2000 Annual Averages from the Current Population Survey.

It is believed that advertising in minority publications and utilizing employment ads, will provide notice to potential applicants The Name of The Company is committed to equal employment opportunity and affirmative action.

Our capacity to check and monitor applicant flow and respond to women and/or minorities or people of color applicants leaves us confident that protected class applicants will be responded to as they appear as job candidates.

Establishment of Goals & Timetables

The following procedures will be followed in establishing the goals and timetables for the Company:

- A. On an annual basis, the Company will consider the result that could reasonably be expected from putting forth every good-faith effort to make the overall Affirmative Action Program work. The goals and timetables set by the Organization will be determined by reviewing the anticipated activity, the current rates of utilization and the availability of qualified candidates.
- B. Goals will be significant, measurable and attainable.
- C. Goals will be specific for planned results, with timetables for completion.
- D. Goals will not be quotas which are rigid and inflexible. Goals will be targets reasonably attainable by means of applying good-faith efforts to make all aspects of the entire Affirmative Action Program work.
- E. Goals, timetables and affirmative action commitments will be designed to correct any identifiable deficiencies.

- F. Where deficiencies exist and where numbers of percentage are relevant in developing corrective action, the Company will establish specific goals and timetables separately for minorities or people of color and women.
- G. Such goals and timetables, with supporting data, will be part of the Organizations written Affirmative Action Program.
- H. Support data for the required analysis will be compiled and maintained as part of the Affirmative Action Program. This data does include but is not limited to applicant flow data and personnel transactions, indicating minority and sex status.
- I. In establishing timetables, the Company will consider the anticipated expansion, contraction and turnover of its workforce. This would include a review of anticipated vacancies in the major job groupings for the next year and any other pertinent period related to the Affirmative Action Program.
- J. A goal will be established for each job group in which underutilization exists; a specific timetable will be established for reaching the ultimate goal in the minimum time period feasible.
- K. For each job group in which underutilization exists, the Company will establish annual rates of hiring and/or promoting minorities or people of color and women until the ultimate goal is reached. These rates can be achieved by putting forth good-faith efforts, including the use of available recruitment and training facilities. Numerical goals based on projected openings will be provided but not used in place of percentages goals. Goals will be stated as actual numbers and as percentages.

PERSONNEL PROCEDURES

RECRUITMENT

- A. The Name of the Company has contacted minorities or people of color and women's organizations for referrals including the following (list all referral contacts):
- B. The Company has held formal briefing sessions on company premises with representatives of recruiting sources. These sessions have included tours, presentations by minorities or people of color and female employees, and provide clear and concise explanations of current and future job openings, as well as of the company's selection process. The company has made position descriptions, worker specifications and recruiting literature available to these representatives. The Company has also made formal arrangements with these recruiting sources for referral of applicants and feedback on the hiring status of applicants.
- C. The Company actively encourages minorities or people of color and female employees to refer applicants.
- D. The Company makes special effort to include minorities or people of color and women on the Personnel Relations staff.
- E. The Company makes minorities or people of color and female employees available for participation in Career Days, Youth Motivation Programs, and related activities in the community.
- F. The Company participates actively in local "job fairs."
- G. The Company carries out active recruiting programs at secondary schools, junior colleges and colleges with predominantly minorities or people of color and/or female enrollment.
- H. The company makes a special effort at schools to recruit minorities or people of color and women.
- I. Whenever possible, the Company undertakes special employment programs such as: (list all special programs.)

- J. The Company includes minorities or people of color and female members of the work force in recruiting brochures which present pictorial work situations.
- K. The Company advertises on a regular basis in help-wanted sections of minorities or people of color and women's interest media.

PROMOTIONS

The Company does the following to ensure that minorities or people of color and female employees have equal opportunity for all promotions:

- a) Promotional opportunities are posted or announced.
- b) An inventory of the skills, academic and experience level of current minorities or people of color and female employees is maintained.
- c) Necessary remedial, job training and work-study programs are provided.
- d) Formal employee evaluation programs are provided.
- e) Worker specifications are validated based on job performance related criteria.
- f) Supervisory personnel submit written justification if they do not upgrade seemingly qualified minorities or people of color or female employees.
- g) Seniority practices and seniority clauses in union contracts are reviewed to ensure that such practices or clauses are nondiscriminatory and do not have a discriminatory effect.

TRAINING

All Company training is open to all employees upon request.

TESTING

The Company does not currently administer any employment tests. (If Company does administer an employment test, please describe.)

UNIONS

(If Company has a union, Please describe)

WORKFORCE ATTITUDE

There is a favorable attitude towards the hiring and advancement of *minorities or people of color* and women. The Company demonstrates its positive commitment to equal employment and affirmative action.

COMPLIANCE WITH SEX DISCRIMINATION GUIDELINES

A. Recruitment and Advertisement

1. *The Name of the Company* recruits employees of both sexes, selecting candidates on the basis of their qualification for the jobs.
2. Advertisement in newspapers and other media are not to express a sex preference.

B. Job Policies and Practices expressly indicate that there should be no discrimination based on sex.

1. An employee of either sex has an equal opportunity to any available job that she or he is qualified to perform.
2. *The Name of the Company* does not make any distinctions based upon sex in employment opportunities, wages, hours, benefits or other conditions.
3. There are no distinctions made in marital status of employees.
4. *The Name of the Company* does not deny employment to employees with young children.
5. *The Name of the Company* does not refuse to hire men or women for particular jobs due to lack of appropriate restrooms or associated facilities. Appropriate facilities are available to both sexes.
6. *The Name of the Company* does not deny any jobs to women on the basis of state protective laws or customer preference.
7. Women will not be penalized in their conditions of employment because they require time away from work on account of childbearing. Following childbirth, and upon signifying her intent to return to work within a reasonable time, every effort will be made to reinstate female employees to the same position or an available position of like status and pay, without loss of service credits.

8. There will be no age distinction between male and female employees on the basis of sex in reference to either mandatory or optional retirement.
9. Seniority or progression lines are not based solely upon sex.

C. Wages

1. The Name of the Company compensates all employees equally based on job classification, experience and ability.
2. There is no position at The Name of the Company for which sex is a bonafide occupational qualification.

D. Affirmative Action

1. Affirmative action is being taken to recruit women to apply for those jobs where they may have been traditionally excluded.
2. The Name of the Company is committed to including women as candidates in all programs that will provide them with opportunities to attain management positions.
3. There are no distinctions based on sex for inclusion in any training program.

**COMPLIANCE WITH RELIGION AND NATIONAL ORIGIN
GUIDELINES**

It is the policy of *The Name of the Company* to recruit, hire, train and promote for all job titles without regard to religion or national origin.

Recruitment and recruitment advertising is to be conducted in a way that does not imply a preference for people of specific religious backgrounds or national origins. Additionally, our policy of Affirmative Action and Equal Employment Opportunity is to be communicated to sources that include organizations with representation of members of various religious and national origin backgrounds.

The Company will accommodate the religious observances and practices of all employees or prospective employees unless the accommodation would levy an undue hardship on the conduct of the business. In determining whether such accommodation would levy undue hardship, the Company will consider at least the following factors:

- a. business necessity,
- b. financial cost and expenses, and
- c. resulting personnel problems.

REAFFIRMATION OF COMPANY'S EEO POLICY AND AFFIRMATIVE ACTION

The Name of the Company reaffirms its commitment to the spirit and intent of Equal Employment Opportunity and Affirmative Action. It is the policy of the Company to provide equal employment opportunity to all employees and applicants. Advancement to positions of greater responsibility is based on an individual's abilities and demonstrated performance.

It is the Company's Policy to:

- a. recruit, hire, upgrade, train and promote in all job classifications, without regard to race, sex, color, creed, religion, national origin, age, disability, marital status, sexual orientation or other category in accordance with all applicable laws, directives and regulations of federal, state and city entities;**
- b. base employment decisions on the principles of Equal Employment Opportunity, and with the intent to further the Company's Affirmative Action commitment;**
- c. ensure that all other personnel actions such as salary, benefits, layoffs, return from layoffs, Company-sponsored training, educational programs shall be administered without regard to race, sex, color, creed, religion, national origin, age, disability, marital status, sexual orientation or other category in accordance with all applicable laws, directives and regulations of federal, state and city entities;**
- d. ensure that promotion decisions will be made in accordance with the principles of Equal Employment Opportunity and Affirmative Action by imposing only valid requirements or promotional opportunities;**
- e. take action to prevent harassment or intimidation of all employees, particularly those encompassed by the Company's affirmative action efforts.**

Each employee of the Company has a responsibility to support these objectives and to ensure that this policy is fully implemented within our organization. Ensuring a pleasant working environment free of discrimination is the responsibility of everyone at *The Name of the Company* .

The Company encourages any employee to raise questions he or she may have regarding Equal Employment Opportunity and the Affirmative Action Program.

 Name and Title of Person and the Equal Employment Opportunity Designee, have been assigned responsibility for the implementation and administration of the Affirmative Action Program. They have also been designated to develop and administer the Affirmative Action Program and ensure that the intent and practice of the policy are carried out; however, the ultimate responsibility for fulfilling the intent of this policy lies with every employee of *The Name of the Company* .

Signed by Owner/President of Company DATE

SEXUAL HARASSMENT
POLICY STATEMENT

 The Name of the Company is unequivocally committed to the concept that every employee is entitled to a working environment free from sexual harassment.

Sexual advances, requests for sexual favors, or other verbal or physical conduct of a sexual nature will constitute sexual harassment when:

- Submission to conduct is either explicitly or implicitly a term or condition of an individual's employment, or
- Submission to or rejection of such conduct by an individual is used as the basis for employment decisions affecting such individuals, or
- The conduct has the purpose or effect of unreasonably interfering with an affected person's work performance, or creating an intimidating, hostile, offensive work environment.

The ***Name of the Company*** considers sexual harassment to be a form of employee misconduct. Sanctions will be enforced against individuals engaging in sexual harassment and against supervisors and managerial personnel who knowingly allow such behavior to continue.

Employees who feel that they have been the victims of sexual harassment may file a complaint with ***Name of Person*** .

This policy will be posted in all offices of the company so that employees will have knowledge of the agency's stance on sexual harassment.

 Signed by Owner/President of Company DATE:

DISABLED AND VIETNAM ERA VETERANS
POLICY STATEMENT

 The Name of the Company will not discriminate against any employee or applicant for employment in regard to any position for which the employee or applicant is qualified. We will take affirmative steps to employ and advance in employment qualified disabled veterans and veterans of the Vietnam Era at all levels of employment, including the executive level and employment practices such as the following:

recruitment process
employment upgrading
demotion
transfer
training
rate of pay
termination
layoff and other forms of compensation

 Signed by Owner/President of Company DATE

