

AFFIRMATIVE ACTION PLAN SAMPLE EXCERPTS

AFFIRMATIVE ACTION PLAN – Sample first page:

AFFIRMATIVE ACTION PROGRAM

1. **Purpose and Policy**

41 C.F.R. § 60-2.13 (a)

Purpose of Affirmative Action Program

The Company's Affirmative Action Program is a set of specific result-oriented procedures to which the company commits itself. Coupled with good faith efforts, those procedures will ensure equal employment opportunity.

Equal Employment Opportunity Policy

The Company will hire well-qualified individuals to perform the many and varied tasks necessary in providing customer service and support. The Company will provide equal employment opportunity for all qualified persons. Our company is committed to recruit and administer hiring, working conditions, benefits and privileges of employment, compensation, training, opportunities for advancement including upgrading and promotion, transfers and termination of employment including layoffs and recalls for all employees without discrimination because of race, color, religion, national origin, age, veteran status, disability or sex, except where sex is a bona fide occupational qualification.

Objective

The Company's Affirmative Action Program has been developed to ensure that all applicants and employees receive equality of opportunity limited only by each individual's desire and ability. The objective calls for a work environment free of discrimination because of race, color, religion, national origin, age, veteran status, disability or sex, excepting only where sex is a bona fide occupational qualifier.

The Company, through a continuous procedure of observation and record-keeping, assures the full realization of its stated objective.

Commitment To Equal Employment Opportunity

It has been, and will continue to be, the policy of the Company to be an equal opportunity employer. In keeping with this policy, the Company will continue to advertise, recruit, hire, train and promote into all jobs the most qualified persons without regard to race, color, religion, national origin, sex, age, veteran status or disability. Similarly, the company will continue to administer all other personnel matters (such as compensation, benefits, transfers, layoffs, company-sponsored training, education tuition assistance and social and recreational programs) in accordance with company policy.

Additionally, the Company will fully comply with all applicable local, state and federal laws and regulations implementing national equal employment opportunity objectives by meeting all legal and contractual requirements and by carrying out the full spirit of equal opportunity.

AAP ANALYSIS OF MINORITY AND FEMALE UTILIZATION – Sample Page:

Incumbency v. Estimated Availability Detail

Job Group	Total Incumbents (#)	Category	Incumbents (#)	Incumbency (%)	Availability (%)	Expected Incumbents (#)	Difference (#) Exp. minus Inc.	Job Group Size	Number of Standard Deviations	Binomial Probability	Less than Reasonably Expected?
1-A Management	44	Female Minority	18 2	40.91 4.55	43.47 7.76	19.1 3.4	-1.1 -1.4		-0.34 -0.80		
1-B Supervision	22	Female Minority	13 2	59.09 9.09	31.84 10.12	7.0 2.2	6.0 -0.2	Small Small	2.74 -0.16	'0.9979 '0.6124	
2 Professionals	36	Female Minority	27 2	75.00 5.56	43.81 10.23	15.8 3.7	11.2 -1.7		3.77 -0.93		
3 Technicians	6	Female Minority	3 2	50.00 33.33	30.21 6.98	1.8 0.4	1.2 1.6	Small Small	1.06 2.53	'0.9279 '0.9942	
4-A Clerical Specialists	83	Female Minority	69 4	83.13 4.82	77.94 9.43	64.7 7.8	4.3 -3.8		1.14 -1.44		
4-B Clericals	18	Female Minority	16 2	88.89 11.11	80.24 6.42	14.4 1.2	1.6 0.8	Small Small	0.92 0.81	'0.8967 '0.8950	
5 Skilled Crafts	10	Female Minority	5 4	50.00 40.00	24.44 11.27	2.4 1.1	2.6 2.9	Small Small	1.88 2.87	'0.9824 '0.9972	
6 Operations	246	Female Minority	140 101	56.91 41.06	13.43 5.54	33.0 13.6	107.0 87.4		20.00 24.34		

Comparison of Incumbency to Availability is performed using the Two Standard Deviation Test
 Yes indicates Number of Standard Deviations <= -2.00
 Yes* indicates Probability <= 0.0500
 * indicates one-tail probabilities that have not been doubled

AAP APPLICANT FLOW ANALYSIS - Sample Page:

Analysis of Hires and Offers v. Applicants

		Select		Overall	Exp	Difference		Number	Fisher's	Significant
		Hires	Apps	Rate (%)		Sel Rate (%)	(Actual - Expected)			
Job Group: 1-A Management	Male	0	17	0.00	1.85	0.3	-0.3	-0.68		
	Female	1	37	2.70						
	White	1	53	1.89	1.85	1.0	0.0	0.14		
	Minority	0	1	0.00						
Job Group: 1-B Supervision	Male	0	4	0.00	11.11	0.4	-0.4	-0.89	'0.5556	
	Female	1	5	20.00						
	White	1	9	11.11	11.11	1.0	0.0	N/A	N/A	
	Minority	0	0							
Job Group: 2 Professionals	Male	2	24	8.33	7.14	1.7	0.3	0.59	'1.0000	
	Female	0	4	0.00						
	White	2	26	7.69	7.14	1.9	0.1	0.40	'1.0000	
	Minority	0	2	0.00						
Job Group: 3 Technicians	Male	0	6	0.00	3.03	0.2	-0.2	-0.47		
	Female	1	27	3.70						
	White	1	33	3.03	2.56	0.8	0.2	0.43		
	Minority	0	6	0.00						
Job Group: 4-A Clerical Specialists	Male	0	3	0.00	2.70	0.1	-0.1	-0.30		
	Female	1	34	2.94						
	White	1	27	3.70	2.70	0.7	0.3	0.61		
	Minority	0	10	0.00						
Job Group: 6 Operations	Male	181	321	56.39	63.43	203.6	-22.6	-3.68		Yes
	Female	230	327	70.34						
	White	258	353	73.09	72.73	256.7	1.3	0.24		
	Minority	182	252	72.22						

Note: Yes indicates Number of Standard Deviations <= -2.00
 Yes* indicates Probability <= 0.0500
 ' indicates one-tail probabilities that have not been doubled