



AFFIRMATIVE ACTION PLAN

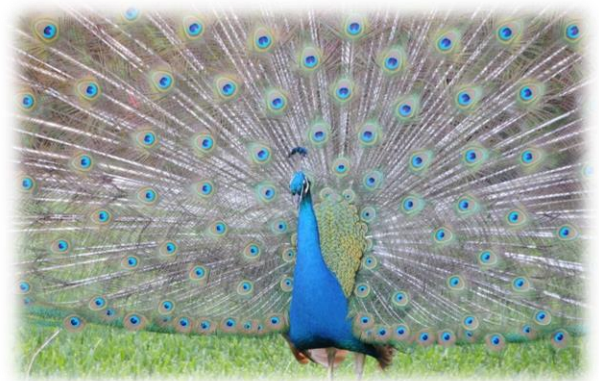
Employers required to produce an Affirmative Action Plan must interact with it on a continuous basis. It must be executed, updated annually, and kept on file for easy reference. It can be a time consuming, complex report to produce. Contractors and subcontractors traditionally use Affirmative Action Plans. However, it can also be required by a court as a remedy for past discrimination or done on a voluntary basis. An Affirmative Action Plan is meant to help a company proactively attract, hire, promote, and retain protected groups. It ensures equal pay for equal work. It also monitors the workforce to identify areas where protected classes are not fully represented, or being fully utilized. At its core, an Affirmative Action Plan was originally developed as a tool to provide equal employment opportunities for all.

If you need assistance with your Affirmative Action Plan, turn to CRG to ensure you meet legal requirements. CRG will either review your existing plan to ensure it is in compliance with current submission requirements or create a customized plan to meet your organizational structure, policies, practices, and workforce data.

When CRG develops an Affirmative Action Plan, we gather the necessary data about your company in order to present you with a robust plan. During our data collection, we learn about your company by compiling both quantitative and qualitative facts and figures.

A standard Affirmative Action Plan traditionally includes some version of the following sections:

- ✓ Organization profile
- ✓ Utilization analysis
- ✓ Placement goals
- ✓ Designation of responsibility for implementation
- ✓ Identification of problem areas
- ✓ Action oriented programs
- ✓ Designation responsibility for managers
- ✓ Statement on training
- ✓ Internal audit and reporting system
- ✓ Guidelines on discrimination
- ✓ Supporting documentation



If your Affirmative Action Plan must comply with rules such as Section 503, the following sections may apply:

- ✓ Policy statement
- ✓ Review of physical and mental job qualification standards
- ✓ Reasonable accommodation statement
- ✓ Harassment prevention and prohibition against retaliation
- ✓ Internal and external dissemination statement
- ✓ Responsibilities of upper management
- ✓ Company invitation to self identify