

Affirmative Action Plan

Company Name

This is to state that it is the policy of _____ to provide Equal Employment Opportunity through a program of positive action affecting all employees. This policy is in accordance with the Civil Rights Act of 1964, Equal Employment Act of 1972, and all other applicable laws. _____ also strives to assure compliance with the Illinois Fair Employment Practices Act, the Illinois Fair Employment Practices Act, the Illinois Human Rights Act, and other orders pertaining to equal employment opportunity.

Policy includes recruiting, hiring, training, upgrading, promoting, and disciplining without discrimination on the basis of race, color, religion, creed, class, national origin, sex, age, marital status, handicap, sexual preference, family responsibilities, matriculation, political affiliation, prior arrest record or source of income. _____ has developed procedures to assure this policy is understood and carried out by managerial, administrative, and supervisory personnel. _____ will utilize applicants for any job vacancies.

ASSIGNMENT OF RESPONSIBILITY: _____ has undertaken a positive Affirmative Action Program to effectively implement and enforce this policy at all times. The EEO officer or person designated for monitoring the company's Affirmative Action Program is: _____

PROCEDURES FOR DISSEMINATION OF POLICY: A copy of this statement is posted in the main office at _____ and will be given to any employee, vendor or subcontractor.

UTILIZATION ANALYSIS: _____ will monitor its workforce and job classifications. It will analyze availability and under-utilization and respond accordingly. _____ will attempt to recruit in a 50 mile radius encompassing nearby cities in an effort to attract qualified minorities.

GOALS AND TIMETABLES: _____ will identify those areas within its workforce in which minorities and women are being under-utilized and set up a system of goals and timetables for correcting the deficiencies.

SYSTEM OF RECORDS AND ANNUAL SUMMARY: _____ will monitor applicant data, employee records and job descriptions to assist in its affirmative action efforts.

Sincerely,

EQUAL EMPLOYMENT OFFICER
(Signature)

DATE