

# Corporate Affirmative Action Policy Template

## 1. Purpose

- Our company is committed to promoting diversity and equal opportunity in the workplace. This policy outlines our commitment to affirmative action and sets guidelines for hiring and onboarding practices.

## 2. Scope

- This policy applies to all hiring managers and HR professionals involved in the recruitment and onboarding process of new employees.

## 3. Policy Statement

- Our company is dedicated to creating a diverse and inclusive work environment. We will actively seek to recruit, hire, and promote individuals from underrepresented groups to ensure equal opportunities for all employees.

## 4. Responsibilities

- Hiring managers are responsible for implementing affirmative action practices during the recruitment and selection process.
- HR professionals are responsible for monitoring compliance with affirmative action guidelines and providing support to hiring managers.

## 5. Recruitment and Selection

- Job postings will be advertised in a manner that reaches a diverse pool of candidates.
- Hiring decisions will be based on qualifications and merit, with consideration given to affirmative action goals.

## 6. Onboarding

- New employees will receive training on our company's commitment to diversity and inclusion.
- HR professionals will provide support to new employees from underrepresented groups to ensure a smooth onboarding process.

## 7. Monitoring and Reporting

- HR professionals will regularly review hiring data to assess the effectiveness of our affirmative action efforts.
- Reports on affirmative action progress will be shared with senior management to ensure accountability.

## 8. Compliance

- Non-compliance with this policy may result in disciplinary action, up to and including termination of employment.

For more information on affirmative action policies, please refer to the U.S. Department of Labor's Office of Federal Contract Compliance Programs (OFCCP) website: <https://www.dol.gov/agencies/ofccp>

Effective Date: [Insert Date]

Reviewed and Approved by: [Insert Name/Title]