

Affirmative Action Plan Template Example

Affirmative Action Plan

Company Name

Street Address

City, State Zip

Phone

webaddress.com

Prepared By:

Date Prepared:

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Policy Statement

Skyline Tech Solutions is committed to the principles of equal employment opportunity and affirmative action. In compliance with Executive Order 11246, Section 503 of the Rehabilitation Act of 1973, and the Vietnam Era Veterans' Readjustment Assistance Act (VEVRAA), this plan outlines proactive steps to promote the inclusion of women, minorities, veterans, and individuals with disabilities in our workforce.

Organizational Profile

Company History

Founded in 2006, Skyline Tech Solutions provides IT consulting, infrastructure support, and cybersecurity services. It has grown steadily over the past decade and serves clients across the Midwest.

Company Mission & Values

Skyline's mission is to empower businesses with secure, scalable technology solutions. Integrity, innovation, inclusion, and customer focus are some of our core values.

Equal Opportunity Statement

Skyline Tech Solutions provides equal employment opportunities to all employees and applicants without regard to race, color, religion, sex, national origin, age, disability, veteran status, or any other legally protected status.

Employment Structure

The company has five departments: Operations, Sales, Customer Support, Engineering, and Administration. The current total workforce includes 122 employees.

Analysis

Job Group Analysis

Job Group	Titles Included	Avg. Wage	EEO Classification
Technical staff	Software engineers, network engineers	\$89,500	Professional
Administrative	Administrative assistants, HR specialists	\$51,200	Office & clerical
Sales	Sales executives, account managers	\$74,000	Sales workers
Support services	Help desk, customer service representatives	\$48,300	Technicians
Management	Department heads, team leads	\$108,000	Officials & managers

Utilization Analysis

Job Title	Department	Wage	Total number of Employees	M	F	Non-White	White	Veteran Status	Disability
Software engineer	Engineering	\$92,000	18	14	4	6	12	2	1
Network engineer	Engineering	\$87,000	10	8	2	3	7	2	1
Help desk specialist	Support	\$45,000	12	6	6	4	8	0	0
Customer service rep	Support	\$50,000	14	4	10	6	8	1	2
Admin assistant	Administration	\$49,000	8	1	7	2	6	0	0
HR specialist	Administration	\$54,000	3	1	2	1	2	0	0
Sales executive	Sales	\$76,000	10	7	3	2	8	1	1
Account manager	Sales	\$72,000	6	3	3	1	5	1	0
Team lead	All	\$102,000	5	4	1	1	4	0	0
Dept. manager	All	\$115,000	6	5	1	1	5	0	0

Outreach and Recruitment Efforts

- Partner with Iowa Workforce Development and local technical colleges to recruit diverse candidates
- Attend Women in Technology job fair
- Post openings on job boards targeting veterans and individuals with disabilities (e.g. Hire Heroes USA)
- Maintain internship partnerships with HBCUs and minority-serving institutions
- Ensure inclusive language in all job postings and promote flexible working arrangements

Action Plan

SMART Goal	Action Steps	Responsible for Implementation	Due Date	Monitoring and Reporting
Increase non-white representation in technical roles by 10% within 12 months	Partner with diversity-focused coding bootcamps, revise job descriptions, offer relocation assistance	Director of engineering & HR	March 2026	Quarterly diversity hiring review
Achieve 50/50 gender balance in support and admin roles by end of next hiring cycle	Encourage internal promotions for women, use gender-neutral recruiting materials	HR manager	December 2025	Monitor gender ratios post-hire
Develop outreach program to veteran applicants	List jobs on veteran-specific job boards, establish partnerships with veteran organizations	Recruiting coordinator	August 2025	Track veteran applicant/resume metrics monthly
Provide diversity training to 100% of managers	Launch annual mandatory training session with external facilitator	HR director	November 2025	Training completion rates logged in HRIS

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