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Description automatically generated](https://www.smartsheet.com/try-it?trp=12401&utm_source=template-word&utm_medium=content&utm_campaign=SEO)****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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## Organizational Profile

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**Company Mission & Values**

**Equal Opportunity Statement**

**Employment Structure**

## Analysis

**Job Group Analysis**

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| --- | --- | --- | --- |
| Job Group | Titles Included | Avg. Wage | EEO Classification |
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**Utilization Analysis**

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| --- | --- | --- | --- | --- | --- | --- | --- | --- | --- |
| Job Title | Department | Wage | Total number of Employees | M | F | Non-White | White | Veteran Status | Disability |
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## Outreach and Recruitment Efforts



## Action Plan

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| --- | --- | --- | --- | --- |
| SMART Goal | Action Steps | Responsible for Implementation | Due Date | Monitoring and Reporting |
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