

## AFFIRMATIVE ACTION PLAN AND HARASSMENT POLICY CHECKLIST

Company Name: \_\_\_\_\_

NOTE: This is **not** an Affirmative Action Plan

Effective Date: \_\_\_\_\_

<b>Contractor: Plan MUST Include:</b>	<b>Yes</b>	<b>No</b>	<b>Comments:</b>
Policy statement of equal employment opportunity	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Covers:</b> Applicants for employment	<input type="checkbox"/>	<input type="checkbox"/>	
Employees	<input type="checkbox"/>	<input type="checkbox"/>	
<b>On basis of:</b> Race	<input type="checkbox"/>	<input type="checkbox"/>	
Religion	<input type="checkbox"/>	<input type="checkbox"/>	
Color	<input type="checkbox"/>	<input type="checkbox"/>	
Sex	<input type="checkbox"/>	<input type="checkbox"/>	
National Origin	<input type="checkbox"/>	<input type="checkbox"/>	
Ancestry	<input type="checkbox"/>	<input type="checkbox"/>	
Disability	<input type="checkbox"/>	<input type="checkbox"/>	
Sexual Orientation	<input type="checkbox"/>	<input type="checkbox"/>	
Gender Identity	<input type="checkbox"/>	<input type="checkbox"/>	
Veteran Status	<input type="checkbox"/>	<input type="checkbox"/>	
Housing Status	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Designates a person responsible for implementation of the Plan</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Provides for communication of the policy:</b>			
Within the Organization	<input type="checkbox"/>	<input type="checkbox"/>	
Outside the Organization	<input type="checkbox"/>	<input type="checkbox"/>	
(e.g., recruitment sources, unions)			
<b>Applies to all terms and conditions of employment (e.g., hiring, placement, promotion, duties, wages, benefits, use of facilities, layoff, discipline, termination)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Provision for: Recruitment from minority groups</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Provision for: Equal access to training programs</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Grievance Procedure</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Prohibits retaliation for filing grievances</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Workforce Breakdown (figures up to date within 6 months)</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>HARASSMENT POLICY CHECKLIST</b>			
<b>Definition of harassment</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Designates a person to receive and Investigate harassment complaints</b>	<input type="checkbox"/>	<input type="checkbox"/>	
<b>Prohibits retaliation for filing a harassment complaint</b>	<input type="checkbox"/>	<input type="checkbox"/>	