

**Developing an Affirmative Action Plan – 10 steps for developing an affirmative action plan**

Print this helpful 10 step guide to help you develop a working affirmative action plan.

OFCCP regulations implementing Section 503 of the Rehabilitation Act require covered federal contractors and subcontractors to develop affirmative action plans that include the 10 major components outlined below. These are equally effective for employers that are voluntarily implementing affirmative actions plans. An employer should:

1. Assign a company official to be responsible for the implementation of affirmative action activities.
2. Prepare and post an equal opportunity policy statement.
3. Review personnel processes to ensure job applicants and employees with disabilities are considered for all job vacancies and training opportunities, and are not stereotyped in a manner which limits their access to all jobs for which they are qualified.
4. Review all job qualification standards to ensure that they are job-related for the position in question and consistent with business necessity.
5. Make reasonable accommodations to the known functional limitation of otherwise qualified individuals with disabilities.
6. Develop and implement procedures to ensure that employees with disabilities are not harassed because of disability.
7. Undertake appropriate outreach and positive recruitment activities such as:
  - a. establishing formal arrangement for applicant referrals with recruitment sources such as state employment security agencies, state vocational rehabilitation agencies, college placement offices, labor organizations and organization of or for individuals with disabilities;
  - b. participating in work-study programs with schools which specialize in training or educating individuals with disabilities;
  - c. including current employees with disabilities in promotional literature and career programs;
  - d. sending written notification of company affirmative action policy to subcontractors, vendors and suppliers; and
  - e. considering applicants with known disabilities for all available positions for which they may be qualified, not just for which they have applied.
8. Train all personnel involved in recruitment, screening, selection, promotion, disciplinary action and related processes to ensure that affirmative action steps are taken.
9. Develop procedures to disseminate information about affirmative action policies within a company in order to ensure greater employee cooperation and participation.

10. Design and implement an audit and reporting system to measure the effectiveness of an affirmative action program. Where an affirmative action program is found too be deficient, actions must be taken to remedy the situation.

For additional information please contact your nearest Office of Federal Contract Compliance Programs (OFCCP) found in the government pages of your local telephone book or contact the OFCCP ombudsperson at (888) 376-3227.

OFCCP Publication Kits are available at (202) 219-9475 (V) or (202)-208-0452 (TDD) or visit <http://www.dol.gov/dol/esa>