

# Affirmity Professional Services for Affirmative Action Programs

Successfully developing and implementing an Affirmative Action Program is an extraordinary task, especially when you have multiple establishments across your enterprise. Whether your company needs to develop Affirmative Action Plans (AAPs), prepare for an audit, or ensure employees are correctly and fairly compensated, it's time-consuming and demands uncompromising data integrity.

All too often, companies must contend with an unexpected Compliance Scheduling letter from the Office of Federal Contract Compliance Programs (OFCCP). With only 30 days to submit your AAP and accompanying data for applicants, hires, promotions, separations, and compensation data, if you're not fully prepared, you could incur fines for noncompliance.

## Affirmity is Your Answer

Our experts can deliver everything you need—including plan development, in-depth quantitative analysis of adverse impact, OFCCP audit support, detailed Good Faith Efforts management, and flexible training options.

Tested by the OFCCP across the nation, our Affirmative Action solution has a 100% technical compliance rate. Annually, we produce more than 12,000 plans for 650+ clients, covering 3.2 million employees. Our clients have workforces ranging from 50 to 300,000.

Our knowledge and best practices are based on four decades of supporting clients. We have over 60 experts dedicated to Affirmative Action planning. And with a 95% retention rate due to our partnership approach, you can trust our proven methodology for developing compliant Affirmative Action Plans.

*An Affirmative Action Program includes policies, practices, and procedures that ensure all qualified applicants and employees receive an equal opportunity for recruitment, selection, advancement, and every other term and privilege associated with employment.*

## Comprehensive Professional Services

- Data Analytics
- AAP Optimization
- TotalView® for greater workforce visibility
- Complete Resource Center for improved audit tracking
- Unlimited OFCCP audit support and guidance
- EEO-1 and VETS reporting

## Professional Services for Guaranteed Technical Compliance

Affirmity guarantees technically compliant and timely AAP deliverables, supporting your enterprise by

- Compiling your data to help derive goals
- Evaluating how your talent management processes affect results
- Developing plan structures that meet your unique needs
- Managing reporting needs
- Investigating gaps and their causes and recommending proactive steps to bridge them
- As directed, interacting with the OFCCP on your behalf.

Through Affirmity's services, reporting, and tools, you gain a proven partner and free up your resources for more strategic HR activities.

## Data Analytics Services

We believe in performing extensive data cleansing and reconciliation upfront. By reconciling your workforce data, you improve data integrity, gain greater transparency, and realize better insights about your workforce.

Using our proprietary, two-tier data scrubbing and data verification process, we also conduct an extensive data review. All identified issues—such as missing and invalid data values, missing applicant information, and data inconsistencies—are then compiled and sent to you for final resolution and review.

Once the workforce data cleansing and review is completed, and data is updated, we develop an audit-ready AAP. Unique to the industry, this upfront data cleansing ensures little or no rework will be required in the event of an audit.

## AAP Optimization Services

More than 650 corporations, universities, and law firms trust Affirmity to develop their AAPs, diversity metrics, and related reports.

Hundreds of other organizations build their AAPs and diversity metrics in-house using our Complete Affirmative Action Management System (CAAMS). Typically deployed in a software-as-a-service model, CAAMS includes

- AAP preparation, reporting, and monitoring
- Adverse impact analysis
- Data import and error resolution
- Compensation analysis

Our AAP Optimization offering includes a review of all elements of an AAP plus an additional level of service to thoroughly review all related AAP processes, timing, and methodologies for data extraction. We evaluate the structure of your AAP to see if it reflects the way you do business, and offer recommendations on changes to better align with your enterprise. We also provide guidance on best practices for fully using the capabilities of CAAMS.

A recent OFCCP Enforcement Statistics Summary listed Recordkeeping as the number one violation followed by Recruitment, Written AAP, and Past Performance issues.

## **TotalView for Greater Workforce Visibility**

You want better visibility of your AAPs across your organization—and at multiple levels. With our TotalView tool, you can prepare and monitor all AAPs across your entire organization, with up to 10 levels in one calculation. Your leadership gains a broader view of the makeup, objectives, and progress toward goals at the appropriate management level. And because you can break out reports, the system helps you identify exactly where potential problems exist and provide accurate and meaningful goals for those responsible for employment decisions.

## **Complete Resource Center for Improved Audit Tracking**

Managing OFCCP compliance evaluations is a complex and demanding process. Handling information, coordinating resources, and tracking tasks and due dates are critical. With the Affirmity Complete Resource Center (CRC), you get a full range of audit tracking features—including contact information, task lists, email reminders, audit activity logging, and audit stage and disposition. With a single system to manage every step, you can manage and complete an audit with confidence.

You can gain further efficiencies through CRC's report distribution, document management, OFCCP audit management, Good Faith Efforts tracking, and ADA accommodations tracking.

## **Unlimited OFCCP Audit Support and Guidance**

Affirmity consultants provide unlimited support throughout the AAP year, covering both technical and regulatory issues. And we help ensure continued compliance by assisting with any ongoing audit issues.

## **EEO-1 and VETS Reporting**

We prepare EEO-1 and VETS-4212 reporting that is compliant and ready for submission directly to the Joint Reporting Committee and Department of Labor. Affirmity can also file required reports on your behalf with the appropriate agency. As a result, you stay compliant with the latest revisions and regulations to avoid sanctions or loss of award.

## **Preparation Is Everything**

Keeping up with AAPs taxes your organization's resources and can negatively impact your strategic initiatives. Let Affirmity be your expert partner to help you navigate the complex compliance and reporting requirements of your AAP. We work with you on your AAPs to improve the integrity of your workforce data, enhance related processes and data feeds, and ensure compliant and timely audit submissions.

By partnering together, you can strategically manage the compliance process while we handle the technical aspects of plan preparation and audit readiness.

## About Affirmity

Affirmity, a former division of PeopleFluent, provides expert analysis, consulting, training, and software to optimize affirmative action and diversity and inclusion programs.

Our team of experts delivers diversity metrics and data-driven insights to manage and mitigate risk. Drawing on more than 40 years of experience, we guide HR and compliance teams through diversity goal setting. Affirmity empowers leaders with tools and dashboards to measure progress, and we help clients capture and communicate the positive business impacts of diversity initiatives.

A part of Learning Technologies Group plc (LTG), Affirmity serves more than 1,100 organizations—including global corporations, mid-sized organizations, and small businesses.

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## Contact Us

Find out how Affirmity can ensure your Affirmative Action Program is 100% technically compliant and audit ready.  
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