Virtual Workshop
Best Practices for Non-Discrimination and Compliance

When executed properly, non-discrimination and compliance programs are used as strategic management tools to mitigate an organization's risk of discrimination while fostering fairness, compliance, and opportunity in employment. A crucial component of these programs is to conduct workforce analyses to identify underrepresentation by classes of individuals as well as potential barriers to employment, pay, promotions and other career-building opportunities for all employees. Developing a diverse team brings in fresh perspectives, new ideas, a range of knowledge, and a variety of skills and experience levels to the workforce.

By establishing a methodology and process that examines all employment decisions, employers can help identify areas of disparate impact liability and make course corrections before employee complaints are made or costly lawsuits are filed.

This virtual workshop, conducted quarterly by our team of workforce compliance experts, provides clients with comprehensive training on current workforce compliance requirements (including AAPs for veterans and individuals with disabilities). The workshop also provides guidance on non-discrimination best practices that evaluate your workforce for underutilization, as well as assess potential discrimination in employment practices.

Interested in learning about non-discrimination best practices? Attend our three-day virtual workshop, Best Practices for Non-Discrimination and Compliance.

Day One - 10:00 a.m. - 1:00 p.m.
Day Two - 10:00 a.m. - 1:30 p.m.
Day Three - 10:00 a.m. - 1:00 p.m.

Sign up for one of our upcoming sessions by contacting your Client Relationship Manager. Space is limited.

January 26 - 28, 2027
April 13 – 15, 2027
July 13 - 15, 2027
October 19 - 21, 2027

This workshop is SHRM and HRCI credit approved.

Workshop Agenda

EXECUTIVE ORDERS 14173 & 14151

- What does it mean?
- Who is affected?
- Illegal DEI(A)
- EEOC

TITLE VII

- What is it?
- Complaints

STATE REQUIREMENTS

- Pay reporting (CA, IL, MA)
- Minnesota AAP
- EEO-1s for states

ENSURING NON-DISCRIMINATION

- Prohibited practices

WORKFORCE REPORTING

- How Affirmity reporting can be used to review/ensure compliance with Title VII and other EEO requirements
- Analysis groups
- Plan structure
- Executive Summary
- Current Workforce to Benchmark
- Current workforce to Benchmark Progress
- Workforce by Analysis Group
- Monitoring Workforce by Analysis Group
- Workforce vs. Availability

APPLICANTS

- Recordkeeping requirements
- Common applicant data issues
- Dispositioning applicants
- Risks with bad data

DATA QUALITY & REVIEW

- Poor Data Creates Risk
- Data Ownership
- Incomplete, Inaccurate, and Inconsistent Data

ADVERSE IMPACT

- What is adverse impact?
- Calculating adverse impact
- Hire analysis
- Promotion analysis
- Termination analysis
- Step analysis
- Test validity

COMPENSATION

- Equal Pay Act
- Directive 307
- Compensation review
- Types of data quality issues
- Best practices

AFFIRMATIVE ACTION PROGRAM FOR INDIVIDUALS WITH DISABILITIES (Section 503 of the Rehabilitation Act)

- Section 503 of the Rehabilitation Act coverage
- Definition of disability
- Reasonable accommodations
- Web accessibility
- Confidentiality
- Self-identification
- Action-oriented programs
- Section 503 reviews

AMERICANS WITH DISABILITIES ACT (ADA)

- ADEA (Age)
- Regulations
- Design standards
- Service animals

AFFIRMATIVE ACTION PROGRAM FOR PROTECTED VETERANS (VEVRAA)

- VEVRAA requirements
- VEVRAA coverage
- Definition of protected veterans
- VEVRAA OFCCP review
- Job listing requirement
- VETS-4212
- Hiring benchmark
- Self-identification

NARRATIVE COMPONENT/PROTECTED VETERANS & INDIVIDUALS WITH DISABILITIES

- EEO policy statement
- Availability of AAP
- Physical and mental qualifications
- Audit and reporting
- Review of personnel activity
- Self-audit of regulatory components
- Harassment
- Training
- Data collection
- EO clause
- EEO tagline
- Recordkeeping
- Outreach