

# State of Ohio

## AFFIRMATIVE ACTION PROGRAM

The purpose of the Affirmative Action sample is to provide an acceptable program which addresses employment and the effective utilization of economically disadvantaged persons. This program is not to impose numerical minimums or standards, however, by adopting this program demonstrates a good faith effort to improve the equality of all citizens of the state of Ohio.

### EEO Recruitment Strategies

**Strategy: Collaborative Research, LLC** will make a good faith effort to recruit a diverse group of employees and provide equal opportunity for minorities, women and disabled persons to become competitive in state contracting opportunities. **Collaborative Research, LLC** will advertise positions in media outlets that will provide information and access to the underserved populations.

### EEO Selection Strategies

**Strategy: Collaborative Research, LLC** will utilize procedures, processes and techniques that are fair and do not have an adverse impact on minorities, women or disabled persons. Perspective employees will not be excluded from the hiring process due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), or veteran status.

### EEO Placement/Orientation

**Strategy: Collaborative Research, LLC** will provide newly hired employees with basic employment information during the first couple weeks on the job. New employee position descriptions, fringe benefits information, policies, procedures, and EEO are a few of the topics, which should be covered. Employees will not be denied fringe benefits and or opportunities for promotion based on race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), or veteran status.

### EEO Performance Evaluation

**Strategy: Collaborative Research, LLC** will evaluate the performance of their employees on an annual basis. It should provide the necessary supervisory feedback to identify areas to be improved as well as to reinforce those activities that meet or exceed standards. Performance appraisal will be evaluated without regard to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), or veteran status.

### EEO Training Strategies

**Strategy: Collaborative Research, LLC** will attempt to diversify workforce by utilizing training and apprenticeship programs with diverse participants. Training and apprenticeship programs can increase the number of qualified minorities, women, disabled persons and veterans available for job placement.

### EEO Discipline Strategies

**Strategy: Collaborative Research, LLC** will set clear disciplinary standards and warn of consequences for non-compliance. Discipline will be designed to rehabilitate employees who

choose to correct their behavior as well as justify the termination of those who do not. The employer will not mistreat or unfairly discipline an employee based on race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), or veteran status.

### **EEO Separation Strategies/Exit Interviews**

**Strategy: Collaborative Research, LLC** will conduct exit interviews as a problem-solving tool in an attempt to reveal employee turnover. Exit interviews can provide the organization with information about how to correct the causes of discontent and reduce the costly problem of employee turnover.

### **EEO Monitoring Strategies**

**Strategy: Collaborative Research, LLC** will ensure Human Resources managers and supervisors understand this plan and hold managers and supervisors accountable for the effective implementation of this plan.

### **Minority Business Enterprise Solicitation Strategies**

**Strategy: Collaborative Research, LLC** will make a good faith effort to solicit business from certified minority owned businesses (MBE). **Collaborative Research, LLC** will utilize the State of Ohio, Equal Opportunity Division's webpage to access certified MBEs.  
<http://das.ohio.gov/Eod/MBESearch/index.asp>

**Please Note:** If your business is construction, you must select the following: I hereby, understand adopting this affirmative action program does not exempt this company from adhering to the affirmative action requirements outlined in Ohio Administrative Code 123:2-3 et seq.  I have read and understand my requirements under OAC 123:2-3 et seq.

TO: All Employees  
FROM: **Tracy Kulik , Collaborative Research, LLC**  
DATE: **04/17/2008**  
SUBJECT: Equal Employment Opportunity and Affirmative Action Policy Statement

It is the policy of the **Collaborative Research, LLC** to ensure equal employment opportunity in accordance with the Ohio Revised Code 125.111 and all applicable federal regulations and guidelines. Employment discrimination against employees and applicants due to race, color, religion, sex (including sexual harassment), national origin, disability, age (40 years old or more), or veteran status is illegal.

**Collaborative Research, LLC** managers and employees will comply with state and federal equal employment laws, rules, regulations and guidelines. This policy statement will be disseminated to all employees, various recruitment sources and will be displayed on all construction job sites and business locations. Any employees that deliberately violate this policy will be subject to disciplinary action.

Persons who believe **Collaborative Research, LLC** has discriminated against them in employment may file a discrimination complaint with **Jeffery S. Daniel**. The EEO Representative has full authority to manage issues involving employment discrimination.

***Point of contact to file allegations of discrimination:***

Company's EEO Representative: **Jeffery S. Daniel**  
Location: **828 West Grace Street, Suite #1603**  
**Chicago, IL 60613**  
Phone Number: **8008938276**  
E-Mail Address: **jeff@collaborativeresearch.us**

Thank you, Collaborative Research, LLC The State of Ohio, Equal Opportunity Division has received your submission of the Affirmative Action Program (AAP) Verification Form. Your company's AAP has been accepted and your expiration date is one year from the date of submission.

## **Please Note:**

The approval of this Affirmative Action Program Verification Form does not preclude future determinations of compliance. The Affirmative Action Program Verification letter will be available for download tomorrow after 11 a.m. if approved. To print your letter please go to this URL: <http://odnapps01.odn.state.oh.us/das-eod/BMSWEBAAVP.nsf/Approved+Affirmative+Action+Program+Verification?OpenView> and click on the Search Icon. Enter the company's FTID# (include the dash). After the search has located your letter, double click on the company name and select print.