

## **AFFIRMATIVE ACTION PLAN AND SELECTION PROCEDURE**

### **AFFIRMATIVE ACTION PLEDGE**

The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religious creed, age, national origin, military status, sex, sexual orientation, genetic information, disability or ancestry.

\_\_\_\_\_ (the Sponsor) will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under title 29 of the Code of Federal Regulations, Part 30 and the Massachusetts State Plan.

The Sponsor pledges to uniformly apply rules and regulations concerning apprentices, including but not limited to, equality of wages, periodic advancement, promotion, assignment of work, job performance, rotation among all work processes of the trade, imposition of penalties and other disciplinary action, and all other aspects of the apprenticeship program administration.

### **AFFIRMATIVE ACTION PLAN**

The Sponsor recognizes that affirmative action is not mere passive non-discrimination. It includes procedures, methods and activities for the identification, positive recruitment, training and motivation of present and potential minority and female (minority and non-minority) apprentices, including the establishment of goals and timetables. It is action that will equalize opportunity in apprenticeship so as to allow full utilization of the work potential of minorities and women. The Sponsor is pledged to achieve equal opportunity in the apprenticeship program through this affirmative action plan.

1. The Sponsor pledges to engage in the following outreach and positive recruitment activities. While the Sponsor need not necessarily pursue all of these activities, it will make a good faith effort to participate in those activities necessary to accomplish the goals of affirmative action.
  - Applications for apprenticeship will be accepted throughout the year. Notification of apprenticeship opportunities shall be regularly disseminated, but not less than annually. Such notification shall contain information on:
    - a) the nature of the apprenticeship,
    - b) requirements for admission to apprenticeship,
    - c) availability of apprenticeship openings,
    - d) the source of apprenticeship applications,
    - e) the equal opportunity policy of the Sponsor.

Notification shall be made annually to:

- The DAS representative serving the program.
- The DAS State Director
- Career Center(s)
- Responsible groups, community organizations and outreach programs that can reach female and minority candidates.

In addition, notification may be published in newspapers, which are circulated in the minority community among women, as well as in the general areas in which the Sponsor operates.

- A. Newspaper, radio or television advertisements may be made if needed and feasible special emphasis will be given to media identified with the minority community or with females.
- B. Participate in activities of the state employment service for the purpose of familiarizing school and employment service counselors with the apprenticeship program and the opportunities available.
- C. Cooperate with local school boards, local schools and vocational education systems so they will be familiar with the needs of the industry and with the qualifications required of apprentices.
- D. Communicate internally with the Sponsor's equal opportunity policy in such a manner as to foster understanding, acceptance, and support among the Sponsor's officers, supervisors, and employees and to encourage such persons to take action to aid the Sponsor in meeting its affirmative action obligations.
- E. Grant advanced standing or credit on the basis of previously acquired experience, training, skills or aptitude for all applicants equally.
- F. Other appropriate action to ensure that the recruitment, selection, employment and training of apprentices during apprenticeship shall be without discrimination because of race, color, religion, national origin or sex.

2. The selection of apprentices shall be by means of a selection procedure consistent with the provisions of Title 29, CFR, Part 30, Section 30.5 (b) (4). (Alternative Selection Method)

3. The Sponsor shall make an annual study of the participation of minorities and women in its apprenticeship program in order to compare its utilization of these groups with the rates of their participation in the labor force as a whole. The ratios identified below shall be used for this study.

The numbers inserted in the ratios represents actual numbers of workers in the area in which the apprenticeship program operates; the resulting quotients are participation rates expressed in percentage. A participation rate which is less than the respective participation rate in the labor force as a whole shall signify a utilization deficiency. In such case, the Sponsor will establish goals for the percentage of females and minorities to be recruited and placed in the apprenticeship program.

When it appears that the affirmative action goals will not be met, the Sponsor will review each factor considered in the selection process, particularly those factors which appear to screen out minorities and women, for actual direct relationship to job performance and make such adjustments as the review indicates.

Compliance with these requirements shall be determined by whether the Sponsor has met its goals within its timetables, or failing that, whether it has made good faith efforts to meet its goals and timetables. Its "good faith efforts" shall be judged by whether it is following its affirmative action plan and attempting to make it work, including evaluation and changes in its program where necessary to obtain the maximum effectiveness toward the attainment of its goals.

The Sponsor shall retain all applications, outreach and affirmative action activity records, and other records identified in the Selection Procedure for a minimum of five (5) years. A list of all applicants, showing sex and minority status, shall also be retained for five (5) years. Such records shall indicate the reasons why an applicant was selected or rejected.