

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

EEO Selection Strategies

Strategy: OHIO UNIVERSITY 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: OHIO UNIVERSITY will provide newly hired employees with basic employment information. 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: OHIO UNIVERSITY 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: OHIO UNIVERSITY 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: OHIO UNIVERSITY 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: OHIO UNIVERSITY will provide an opportunity for 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: OHIO UNIVERSITY will ensure university leadership understands this plan and will hold managers and supervisors accountable for the effective implementation of this plan.

Minority Business Enterprise Solicitation Strategies

Strategy: OHIO UNIVERSITY will make a good faith effort to solicit business from certified minority owned businesses (MBE). OHIO UNIVERSITY will utilize the State of Ohio, Equal Opportunity Division's web page to access certified MBEs. <http://eodreporting.oit.ohio.gov/searchMBE.aspx>