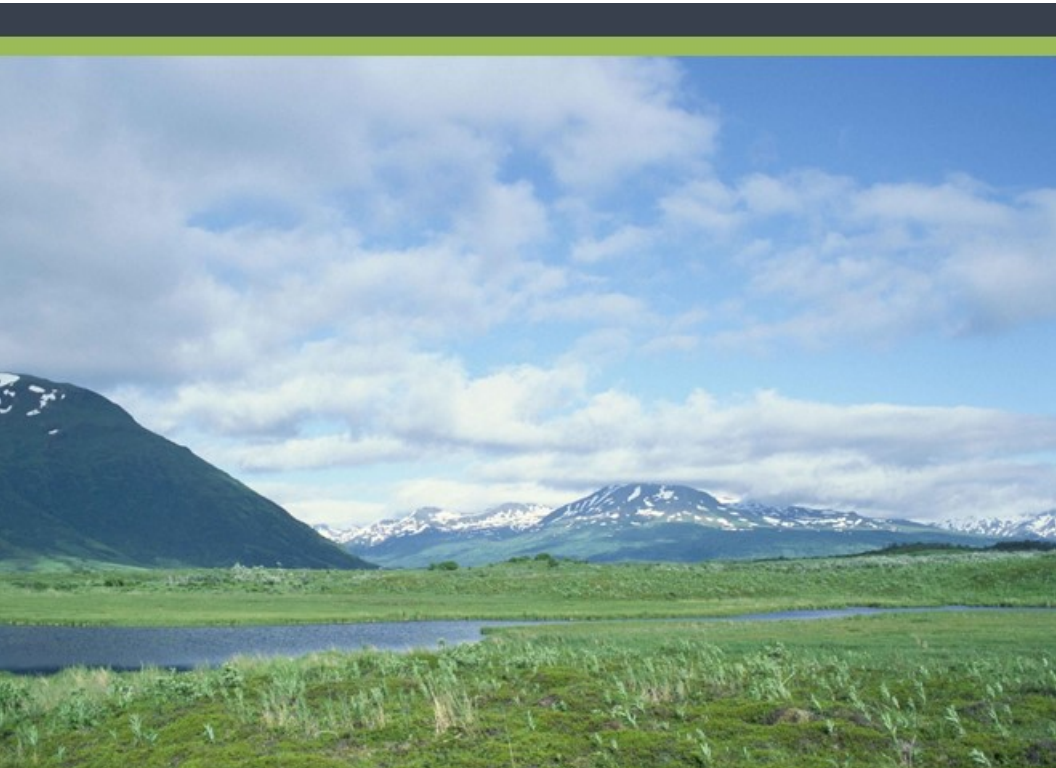


Affirmative Action Policy



January 2018

EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of UNISHKA Research Service (UNISHKA) not to discriminate against any employee or any applicant for employment because of age, race, religion, color, handicap, sex, physical condition, developmental disability, sexual orientation or national origin. This policy shall include, but not be limited to, the following: recruitment and employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination. Except with respect to sexual orientation, this company further agrees to take affirmative action to ensure equal employment opportunities.

Jeffrey Coonjohn has been appointed Equal Employment Opportunity Officer (EEOO) and is responsible for planning and implementing our affirmative action program as well as for its day-to-day monitoring of affirmative action related decisions and activities. All personnel who are responsible for hiring and promoting employees and for the development and implementation of programs or activities are charged to support this program. They shall provide leadership in implementing affirmative action goals and initiatives.

At all times, UNISHKA shall comply with all state regulations and federal laws relating to equal employment opportunities and affirmative action. UNISHKA shall continue to work cooperatively with government and community organizations to take affirmative action to ensure equal employment and advancement opportunities.



Jeffrey J. Coonjohn, January 15, 2018

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1 WORK FORCE ANALYSIS

The following chart is a work force analysis chart that will be used to determine UNISHKA's current work force diversity structure and will be used to set goal for improving this diversity. This chart will be used once UNISHKA employs more than 25 employees:

Company:	Date of Analysis	Federal Employer Identification #
UNISHKA Research Service		

Job Categories	Employees Total	Male		Female	
		Total	%	Total	%
Officials & Managers					
Professionals					
Technicians					
Sales Workers					
Office & Clerical					
Craftworkers (Skilled)					
Operatives (Semiskilled)					
Laborers (Unskilled)					
Service Workers					
Total					
<i>Total Employment Reported In Previous Report Dated:_____</i>					

Job Categories	Minorities		Persons w/Disabilities	
	Total	%	Total	%
Officials & Managers				
Professionals				
Technicians				
Sales Workers				
Office & Clerical				
Craftworkers (Skilled)				
Operatives (Semiskilled)				
Laborers (Unskilled)				
Service Workers				
Total				
<i>Total Employment Reported In Previous Report Dated: _____</i>				

Prepared By: _____
Signature, Title

Printed Name: _____

Date: _____

Telephone Number: _____

This form will be made available in accessible formats to qualified individuals with disabilities upon request.

2 AFFIRMATIVE ACTION GOALS

UNISHKA's affirmative action goals are directed to achieving a balanced work force. The nature of these goals is contingent upon the nature of any under representations of women, minorities, and persons with disabilities in any of the job categories/groups of the vendor's work force. These goals may include:

- ◆ Developing a company employee affirmative action committee at some point to advise the chief executive officer on affirmative action issues.
- ◆ Reviewing job descriptions to ensure that they reflect actual job duties with reasonable work-related requirements for employment.
- ◆ Restructuring jobs, where possible, to encourage appointing trainees.
- ◆ Broadening recruitment notices to include community organizations likely to refer women, minorities, and individuals with disabilities.
- ◆ Advertising position vacancies in minority media.
- ◆ Developing interview teams for all positions using only job-related questions.
- ◆ Implementing an exit interview program or an employee assistance program.
- ◆ Developing work schedules where feasible which include part-time employment opportunities to encourage the employment of persons for whom full-time employment is difficult.
- ◆ Identifying an informal equal employment opportunity complaint resolution procedure.
- ◆ Identifying other means to strengthen its recruitment and retention of women, minorities, and individuals with disabilities.
- ◆ Conducting onsite training on affirmative action issues and initiatives.
- ◆ Committing to recruit and appoint women, minorities, and individuals with disabilities for vacancies in the same percentages as they are available in the labor market when the vendor has turnover or a need to expand its work force.

3 PLAN DISSEMINATION

UNISHKA broadly disseminates its Affirmative Action Plan to current and prospective employees as well as to others with whom the vendor does business. In addition, UNISHKA provides that:

- ◆ Equal opportunity and affirmative action issues frequently appear on the agendas of executive and staff meetings.
- ◆ Solicitations or advertisements for employment may include this statement: “an equal employment opportunity employer functioning under an Affirmative Action Plan”.
- ◆ All employees have access to the Affirmative Action Plan for review.

4 INTERNAL MONITORING

UNISHKA has the current internal monitoring program in place:

- ◆ The Affirmative Action Plan, shall be reviewed at least once a year on the anniversary of this Plan and shall be conducted by the EEOO or his designated representative.
- ◆ UNISHKA shall hold supervisory and management personnel responsible, through performance appraisals and compensation reviews, for implementing affirmative action initiatives within their areas of responsibility.

DEFINITIONS

As used in these instructions, the following definitions apply:

1. “Affirmative Action Plan (AAP)” is a written document committing the vendor to a program designed to achieve a balanced work force within a reasonable period of time. It contains, at a minimum, a policy statement, work force analysis, program goals, internal monitoring system, and dissemination of the Plan.
2. “Balanced Work Force” means an equitable representation of handicapped persons, minorities and women in each level (job category) of a work force which approximates the percentage of individuals with disabilities, minorities, and women available for jobs at each level from the relevant labor market from which the vendor recruits job applicants.
3. “Disability” means with respect to an individual:
 - A. a physical or mental impairment that substantially limits one or more of the major life activities of such individual;
 - B. a record of such an impairment; or
 - C. being regarded as having such an impairment.
4. “Employee” means anyone who has received any wages for work performed by the vendor.
5. Federal Employer Identification Number (FEIN) is the number assigned by the IRS to employers for tax reporting purposes or the Social Security Number (SS#) if the vendor is sole proprietorship with no FEIN.
6. “Foreign Entity” means an organization which is headquartered in a country other than the United States.
7. “Job Category” means a broad based group of employees with comparable job responsibilities who are located at comparable levels of responsibility within an organization. The vendor may designate its job categories. However, the Wisconsin Office of Contract Compliance reserves the right to reject them. Sample job categories are:
 - A. Officials and Managers: Occupations requiring administrative and managerial personnel who set broad policies, exercise overall responsibility for execution of these policies, and direct individual departments or special phases of a vendor’s operations. Includes: officials, executives, middle management, plant managers,

department managers, and superintendents, salaried supervisors who are members of management, purchasing agents and buyers, railroad conductors and yard masters, ship captains, mates and other officers, farm operators and managers, and kindred workers.

- B. Professionals: Occupations requiring either college graduation or experiences of such kind and amount as to provide a comparable background. Includes: accountants and auditors, airplane pilots and navigators, architects, artists, chemists, designers, dietitians, editors, engineers, lawyers, librarians, mathematicians, natural scientists, registered professional nurses, personnel and labor relations specialists, physical scientists, physicians, social scientists, teachers, and kindred workers.
- C. Technicians: Occupations requiring a combination of basic scientific knowledge and manual skill which can be obtained through two years of post high school education, such as is offered in many technical institutions and junior colleges or through equivalent on-the-job training. Includes: computer programmers, drafters, engineering aides, junior engineers, mathematical aides, licensed, practical or vocational nurses, photographers, radio operators, scientific assistants, surveyors, technical illustrators, technicians (medical, dental, electronic, physical science), and kindred workers.
- D. Sales Workers: Occupations engaging wholly or primarily in direct selling. Includes: advertising agents and salespersons, insurance agents and brokers, real estate agents and brokers, stock and bond salesworkers, demonstrators, salesworkers and sales clerks, grocery clerks, and cashiers/checkers, and kindred workers.
- E. Office and Clerical Workers: Includes all clerical type work regardless of level of difficulty, where the activities are predominantly nonmanual although some manual work not directly involved with altering or transporting products is included. Includes: bookkeepers, collectors (bills and accounts), messengers and office helpers, office machine operators (including computer), shipping and receiving clerks, stenographers, typists and secretaries, telegraph and telephone operators, legal assistants, and kindred workers.
- F. Craft Workers (Skilled): Manual laborers of relatively high skill level who have a thorough and comprehensive knowledge of the processes involved in their work. They exercise considerable independent judgment and usually receive an extensive period of training. Includes: the building trades, hourly paid supervisors and

lead operators who are not members of management, mechanics and repairers, skilled machining occupations, composers and typesetters, electricians, engravers, painters (construction and maintenance), motion picture projectionists, pattern and model makers, stationary engineers, tailors and tailoresses, arts occupations, handpainters, coaters, bakers, decorating occupations, and kindred workers.

- G. Operatives (Semi-Skilled): Workers who operate machines or processing equipment or perform other factory-type duties of intermediate skill levels which can be mastered in a few weeks and which require only limited training. Includes: apprentices (auto mechanics, plumbers, bricklayers, carpenters, electricians, machinists, mechanics, building trades, metalworking trades, printing trades, etc.), operatives, attendants (auto service and parking), blasters, chauffeurs, delivery workers, sewers and stitchers, dryers, furnace workers, heaters, laundry and dry cleaning operatives, milliners, mine operatives and laborers, motor operators, oilers and greasers (except auto), painters (manufactured articles), photographic process workers, stationary firefighters, truck and tractor drivers, knitting, looping, taping and weaving machine operators, welders and flamecutters, electrical and electronic equipment assemblers, butchers and meatcutters, inspectors, testers and graders, handpackers and packagers, and kindred workers.
- H. Laborers (Unskilled): Workers in manual operations which generally require no special training to perform elementary duties that may be learned in a few days and require the application of little or no independent judgment. Includes garbage laborers, car washers and greasers, groundskeepers and gardeners, farmworkers, stevedores, wood choppers, laborers performing lifting, digging, mixing, loading and pulling operations, and kindred workers.
- I. Service Workers: Workers in both protective and nonprotective service occupations. Includes attendants (hospital and other institutions, professional and personal service, including nurses aides and orderlies), barbers, charworkers and cleaners, cooks, counter and fountain workers, elevator operators, firefighters and fire protection, guards, doorkeepers, stewards, janitors, police officers and detectives, porters, waiters and waitresses, amusement and recreation facilities attendants, guides, ushers, public transportation attendants, and kindred workers.

8. “Job Group” means a cluster of jobs with very similar functions, usually more precise than the job categories, which the vendor may define. Sample job groups are: electricians, painters and carpenters; or engineers, accountants and architects.
9. “Labor Market” means the geographic area in which the vendor recruits applicants for employment. The labor market may be different for various categories or groups of employees. For example, the vendor may recruit laborers from the city in which the vendor is located and professionals on a regional or statewide basis.
10. “Municipality” means a Wisconsin county, city, village, town, school district, board of school directors, sewer district, drainage district, vocational, technical and adult education district or any other public or quasi-public corporation officer, board or other body having the authority to award public contracts.
11. “Minorities” means persons whose race or ethnic group is either:
 - A. American Indian or Alaskan Native: persons with origins in any of the original people of North America who maintain cultural identifications through tribal affiliation or community recognition;
 - B. Asian or Pacific Islander: persons having origins in the Far East, Southeast Asia, the India Subcontinent or the Pacific Islands;
 - C. Black: persons not of Hispanic culture having origins in any of the Black racial groups of Africa; or
 - D. Hispanic: individuals of Mexican, Puerto Rican, Caribbean, Central or South American or other Spanish culture or origin regardless of race.
12. “SMSA (Standard Metropolitan Statistical Area)” means a geographic area defined by the U.S. Bureau of the Census for purposes of assessing population. It often incorporates metropolitan areas to include a city and county (counties).
13. “Sexual Orientation” means having preference for heterosexuality, homosexuality or bisexuality, having a history of such a preference or being identified with such a preference.
14. “Subcontractor” means a person or company that assumes by secondary contract some or all of the obligations of an original vendor.
15. “Underrepresentation” means the vendor’s work force does not approximate the percentage of women, minorities or handicapped persons available for jobs in any particular job group or category from the relevant labor market in which the vendor recruits.

16. “Vendor” means any person or entity providing equipment, construction work, materials, supplies, contractual services, or leasing real property to a contracting state agency.
17. “Work Force” means the composite number of employees without regard to job groups or categories of the vendor.

