



**UNISHKA**

# Affirmative Action Policy



January 2021



## FOREWORD

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# EQUAL EMPLOYMENT OPPORTUNITY AND AFFIRMATIVE ACTION POLICY STATEMENT

It is the policy of UNISHKA Research Service, Inc. (UNISHKA) not to discriminate against any employee or applicant for employment because of race, creed, color, sex (including gender identity or expression), national origin, sexual orientation, military status, age, disability, predisposing genetic characteristics, marital status, change in marital status, domestic violence victim status, pregnancy, religious practice, or presence of a service animal. This policy shall include, but not be limited to, the following: recruitment and/or employment, promotion, demotion, transfer, compensation, selection for training including apprenticeship, layoff and termination.

The Director of Human Resources shall be the Equal Employment Opportunity Officer (EEOO) and is responsible for planning and implementing our affirmative action program as well as for the 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 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

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**Jeffrey Coonjohn**  
President  
UNISHKA Research Service, Inc.

04 January 2021

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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 15 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					
Total Employment Reported In Previous Report Dated:_____					



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				
Total Employment Reported In Previous Report Dated: _____				

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

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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 UNISHKA'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 UNISHKA has turnover or a need to expand its work force.

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### 3 PLAN DISSEMINATION

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UNISHKA broadly disseminates its Affirmative Action Plan to current and prospective employees as well as to others with whom UNISHKA 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

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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.

### 5 DEFINITIONS

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As used in this policy, the following definitions apply:

1. This “Affirmative Action Policy” (AAP) may also be referred to as an “Affirmative Action Plan (AAP).” This AAP commits UNISHKA to a program designed to achieve a balanced work force.
2. “Balanced Work Force” means an equitable representation of handicapped persons, minorities and women in each job category of the 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 UNISHKA 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 regular wages for work performed as a Senior Manager, Full-time Staff, or Part-time Staff. It does not include Independent Contractors or Consultants

5. Federal Employer Identification Number (FEIN) is the number assigned by the IRS to UNISHKA for tax reporting purposes.
6. “Job Category” means a broad-based group of employees with comparable job responsibilities who are located at comparable levels of responsibility within an organization. UNISHKA designates job categories as follows:
  - A. Senior Management: Director level and above.
  - B. Full-time Staff: Individuals who receive regular wages or a salary for 40-hours of work per week on average.
  - C. Part-time Staff: Individuals who receive regular wages or a salary for less than 40-hours of work per week on average.
  - D. Independent Contractors (aka: Consultants): Individuals who receive payment in response to an invoice or timesheet for temporary, specialized work.
7. “Job Group” means a cluster of jobs with very similar functions, usually more precise than the job categories. Sample job groups are: translators or trainers.
8. “Labor Market” means the geographic area in which UNISHKA recruits applicants for employment. The labor market may be different for various categories or groups of employees.
9. “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.
10. “Sexual Orientation” means having preference for heterosexuality, homosexuality or bisexuality, having a history of such a preference or being identified with such a preference.
11. “Underrepresentation” means UNISHKA’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 UNISHKA recruits.
12. “Work Force” means the composite number of employees without regard to job groups or categories.





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