

Affirmative Action Plan for Sewa Senior Care

Effective Date: May 1, 2024

1. Introduction

Purpose: This document serves as the Affirmative Action Plan (AAP) for Sewa Senior Care, detailing our commitment to foster an inclusive workplace that actively seeks to employ and advance qualified minorities, women, persons with disabilities, and protected veterans.

Statement of Commitment: Aligned with our Equal Opportunity Employment policy (Section 202), Sewa Senior Care is committed to eliminating barriers to equal employment opportunity through a comprehensive and proactive AAP that addresses recruitment, retention, promotion, and training of underrepresented groups.

2. Organizational Profile

Structure Overview: Includes a detailed organizational chart showing each department, the interrelation between them, and reporting hierarchies. This will assist in identifying decision-makers crucial to the implementation of the AAP.

Workforce Analysis: Conduct a detailed analysis of current workforce demographics compared to the relevant labor market data. Data will be broken down by job category, department, and status (exempt or non-exempt) to identify areas of underutilization.

3. Identification of Problem Areas

Employment Practices Analysis: Comprehensive review of current practices including job descriptions (Section 209), employment categories (Section 204), and hiring practices (Section 206) to determine disparities or potential barriers.

Underutilization Analysis: Analyze each job group to identify underrepresentation of any protected class based on the availability figures obtained from census data and industry standards.

4. Action-Oriented Programs

Goals and Timetables: Set specific goals for hiring and promoting underrepresented groups where underutilization has been identified. These goals are tied to realistic timetables for achievement, reviewed annually.

Recruitment Strategies: Implement targeted recruitment efforts to reach underrepresented groups. This includes partnerships with minority and women's organizations, historically black colleges and universities (HBCUs), and professional organizations that cater to veterans and individuals with disabilities.

Training and Mentorship: Develop training programs that facilitate professional growth and leadership development for underrepresented employees. Establish mentorship programs linking senior leaders with junior staff from diverse backgrounds.

5. Implementation Strategy

Responsibility Assignment: Assign a senior HR executive as the AAP Officer responsible for overseeing the implementation and annual review of the AAP.

Internal Dissemination: Regularly communicate the AAP's objectives and importance through internal communications, including staff meetings, training sessions, and via the employee intranet.

External Dissemination: Publicize our commitment to affirmative action in job postings, on the company website, and in press releases or community outreach programs.

6. Audit and Reporting System

Monitoring Mechanisms: Develop a system for tracking progress against AAP goals, involving quarterly reviews of hiring, promotion, and termination data.

Corrective Actions: Implement corrective measures immediately where goals are not met or where policies are not being adequately followed. This may include revising recruitment strategies or providing additional training to hiring managers.

7. Training of Management

Training Programs: Implement regular training for all management and HR staff on the importance of the AAP, methods for achieving its goals, and their individual roles in ensuring compliance and support.

8. Conclusion

Reaffirmation of Commitment: This AAP reaffirms Sewa Senior Care's commitment to an inclusive and diverse workplace. We recognize that our success depends on our ability to provide equal opportunities and we are committed to this cause.

Appendices

Relevant Policies and Procedures: Please refer to Sewa's policies and procedure that support AAP commitments.