

## AFFIRMATIVE ACTION PLANS FOR SUPPLY AND SERVICE CONTRACTORS

### AFFIRMATIVE ACTION PLAN COMPLIANCE CAN BE COMPLEX AND TIME-CONSUMING

Compiling information for an annual Affirmative Action Plan (AAP) can take away valuable time from running your business. Staying abreast of shifting developments in affirmative action enforcement can also be laborious. That's why many employers have partnered with Vigilant to help ease this burden.

### HOW VIGILANT CAN HELP YOU MEET YOUR AFFIRMATIVE ACTION REQUIREMENTS:

- **Vigilant compiles your annual written plan that contains the statistical analyses and reports that are required for employers with federal "supply and service" contracts.** Our affirmative action professionals and staff attorneys help you identify any problems and find solutions that meet AAP requirements. And, if you want to be proactive, we will analyze your personnel activities quarterly.
- **Should the Office of Federal Contract Compliance Programs (OFCCP) audit your plan, we're with you through the entire process.** You'll have Vigilant's hands-on assistance, savvy advice and legal expertise.
- **You'll be given model EEO language for employment policies, self-ID invitations, outreach letters, subcontracts, purchase orders, and job ads.** Our affirmative action staff help you tailor all forms and policies to your business.

- **You'll always receive Vigilant's two-hour callback service.** Reach us by phone or email for ongoing counsel on your affirmative action compliance.
- **Stay current with issues affecting employment laws and affirmative action compliance through our electronic newsletter.** Timely articles and practical advice will help you apply regulations to your business.

### HOW DOES VIGILANT HELP YOU PREPARE AN AAP?

Simply send us your employee and applicant data in electronic form. We will prepare the calculations, reports and basic language for your written plans. We'll review the results with you and offer suggestions for practical steps to work toward your AAP goals.

### CONTACT US

Find out more about partnering with Vigilant for your Affirmative Action Plan preparation and compliance.

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[WWW.VIGILANT.ORG/OUR-SERVICES/AFFIRMATIVE-ACTION](http://WWW.VIGILANT.ORG/OUR-SERVICES/AFFIRMATIVE-ACTION)

“What began as a relationship solely based on developing our Affirmative Action Plan has evolved into a lifeline of resources. Vigilant has saved our company in so many ways it is difficult to convert into dollars.”

— Eagle Group, WASHINGTON

We're in this together.

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