Compliance Check List for Workplace Equal Employment Opportunity

Updated Requirements

- Evaluate any DEI/Affirmative Action language in company policies, forms, trainings, and website, and remove all references to EO 11246 by April 21st, 2025.
- Update EEO Policy in employee handbook, bulletin boards, and company intranet and review Pay Transparency language.
- Update tagline in all job postings: "We are an EEO/Veterans/Disabled employer."
- Review and update career page with required information.
- Ensure opportunities in employment are inclusive, and no one is excluded based on race, color, sex, religion, national origin, or any other protected characteristic.

Unchanged Requirements

- Maintain current Affirmative Action Programs for Veterans and Individuals with a Disability (IWD).
- Notify all subcontractors, suppliers, and vendors of company's EEO policy (sample letter). Notify unions (if applicable).
- List all open positions with your local State job service, except: top executive positions, positions filled from within, and positions lasting three days or less.
- Document all good faith recruiting and outreach efforts for veterans and IWD. Be able to identify applicants and hires who applied from outreach sources (sample letter and log).
- Solicit (voluntary) race/gender, disability and veterans information from applicants and new hires.
- Post Veterans and Disabled Invitation to Self-ID.
- At least every five years, remind employees they can update their disability status.
- Annually evaluate workforce utilization of IWD and determine attainment of hiring benchmark for veterans. Assess effectiveness of outreach and recruitment efforts.
- Maintain applicant logs with reasons individuals were not selected.
- Document all reasonable accommodation requests and outcomes from applicants and employees (sample log).
- Document evaluation of physical and mental requirements on job descriptions and job posting (more information).
- Ensure all pre-employment tests are validated.
- Review personnel files to ensure that medical information has been separated. Ensure that other nonessential documents are not in the personnel file.
- Document Company's Review of Personnel Processes for Veterans and Individuals with Disabilities (more information).
- Train hiring managers and HR about EEO and non-discriminations requirements.
- Record Retention: Two years - most records (e.g., personnel records, applications, resumes, reasonable accommodations). Three years - documents related to veterans and disability regulations.
- Review compensation and hiring policies and decisions to ensure they are up-to-date and non-discriminatory. Ensure reasons for compensation and hiring can be provided.
- Annually submit EEO-1, VETS-4212, and applicable state reports.
- Use E-Verify. Audit I-9 records and maintain in a separate location.

Waiting for Guidance (Will Be Updated Later)

- Certify compliance on OFCCP's Contractor Portal by deadline.
- Post the documents below on Company bulletin boards and intranet (samples):
  - Know Your Rights
  - Notice of Employee Rights
- Include EO Clause language in all contracts and subcontracts (waiting for updated language).