

ORACLE[®]

Affirmative Action

Affirmative Action Objectives

Purpose

This course focuses on Oracle's Affirmative Action (AA) Program.

Objectives

After completing this course, you should be able to do the following:

- Describe the spirit and intent of Affirmative Action
- Practice Oracle's AA Policy
- Recognize your obligations and responsibilities as an Oracle Manager



Introduction to Affirmative Action

- Born of the civil rights movement four decades ago, Affirmative Action calls for minorities and women to be given access and consideration in all areas of employment decisions and subcontracting opportunities.
- Affirmative Action is mandated for all companies that choose to do business with the federal government, and that have facilities with more than 50 employees. Affirmative Action programs set goals for increased diversity in the workplace.
- Affirmative Action provides:
 - Goals not quotas
 - Access not preferences
 - Nondiscrimination not reverse discrimination



Affirmative Action at Oracle

- To assist managers in addressing under-representation of protected classes, and to create a climate of acceptance and understanding throughout Oracle, we work actively to communicate the purpose of Affirmative Action plans.
- Oracle makes a good-faith effort to increase the number of qualified applicants from protected classes in our employment application pool.



Affirmative Action at Oracle (Cont'd)

- These protected classes include women, African Americans, Latinos, Asians, American Indians, persons with disabilities, and Vietnam Era Veterans. We try to balance the representation of protected classes at Oracle with their availability in the general workforce.
- Oracle maintains Affirmative Action Plans (AAP) for U.S. sites with 50 or more employees and provides the necessary support to implement them effectively.



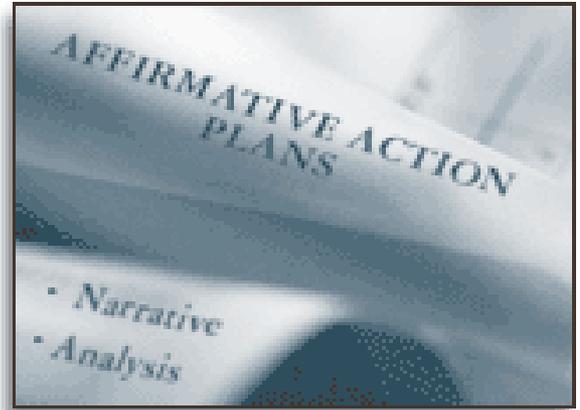
Affirmative Action Plans

- There are three major components to an Affirmative Action Plan:
 - Narrative Action
 - Plan Representation Analysis
 - Goals and Communication



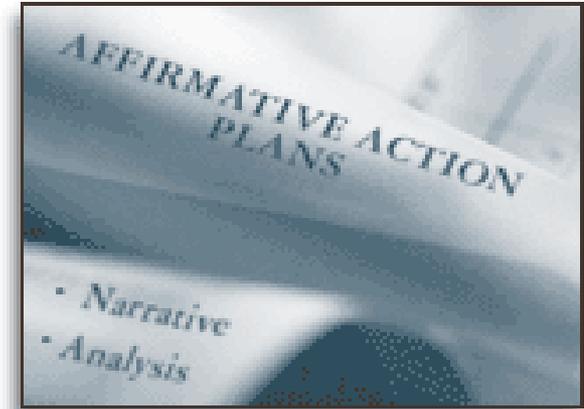
Narrative Plan

- The narrative plan describes how Oracle will implement Affirmative Action, names an executive sponsor, and addresses other concerns such as veteran and disability outreach.



Representation Analysis

- The job group and workforce analysis quantifies employee representation within job categories such as professional, technical, sales, and administrative. Next, the analysis includes the external and internal availability in each job group and compares Oracle's representation against census availability within the local community and recruiting area.



Goals and Communication

- Here's how Affirmative Action goals and action-oriented programs are formed, communicated, and addressed within Oracle.
- *Click each picture below* starting with Diversity and Compliance to learn more about goals and communication.



**Diversity
and
Compliance**



Recruiters



Managers



**Human
Resources**

Diversity and Compliance

Diversity and Compliance produces Oracle's AA plans each year in January and communicates the plans to managers.

In July, we monitor and communicate our progress. In addition, Diversity and Compliance promotes inclusion by sponsoring training, diversity recruiting events, mentoring initiatives, and affinity groups within Oracle.



Diversity
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Compliance



Recruiters



Managers



Human
Resources

Goals and Communication

Recruiters

Recruiters work directly with hiring managers to fill open positions and identify effective diversity recruiting sources. Recruiters actively participate in diversity recruiting efforts to broaden the candidate pool and ensure Oracle managers have access and opportunity to hire the best.



**Diversity
and
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Recruiters



Managers



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Resources**

Goals and Communication

Managers

Oracle managers work closely with Human Resources to ensure that employment practices align to Oracle policy and vision. Managers work with HR to implement programs and support actions to address any underutilization.



Diversity
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Compliance



Recruiters



Managers



Human
Resources

Goals and Communication

Human Resources

Oracle Human Resources works with managers to communicate organizational AA goals and progress, and to implement action-oriented programs within each organization.



Diversity
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Recruiters



Managers



Human
Resources



Hands-On Activity

- Identify which of the following are components of an Affirmative Action Plan.

Action Plans

Hiring quotas

Workforce Analysis

Census Availability

Selection Preferences

Veteran Disability
and Outreach

Hiring Goals

Summary



- Affirmative Action is mandated for all companies that choose to do business with the federal government, and that have facilities with more than 50 employees.
- Affirmative Action programs set goals for increased diversity in the workplace.
- Oracle diversity, managers, recruiters, and HR work together and share in the responsibility to effectively implement Affirmative Action at Oracle.
- This course provided foundational information on Affirmative Action. For additional internal references, be sure to explore Resources.

Resources

- For more information on Oracle's EEO, AA, and reporting policies visit our internal Web sites below.
- [Handbook AA/EEO Policy](#)
- [Diversity Compliance Web Page](#)
- [A Message from Joyce Westerdahl, SVP, Human Resources](#)
- [Contacts for my Org's AA Goals](#)
- [Manager's Resource Guide](#)
- [Mentoring **iRecruitment** - login to Self Service Apps > Select iRecruitment Employee](#)



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