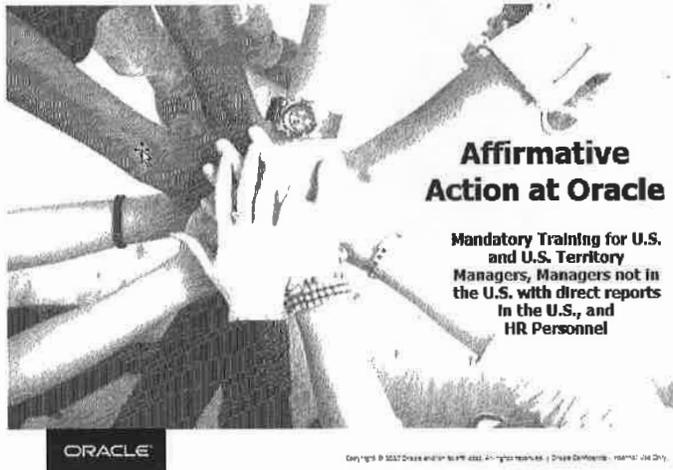


**Affirmative Action at Oracle**

**1. Welcome**

**1.1 Welcome to Affirmative Action**



**Notes:**

Welcome to Affirmative Action at Oracle. To navigate this course, click the Next button or press N on your keyboard. Click Previous or P to return to the previous screen.

Press D or click to download a transcript of this course.

## 1.2 Meet Carrie

### Meet Carrie

**Hi! I'm Carrie!**

I'm your virtual instructor for this course. I'll be leading you through all the information you need to learn about Affirmative Action at Oracle.



### Notes:

Hi! I'm Carrie!

I'm your virtual instructor for this course. I'll be leading you through all the information you need to learn about Affirmative Action at Oracle.

### 1.3 Learning Objectives

#### Learning Objectives

**This Session Will Explain:**

- The Spirit and Intent of Affirmative Action at Oracle,
- Oracle's Affirmative Action Policy, and
- Oracle's Affirmative Action Obligations and Responsibilities.



#### Notes:

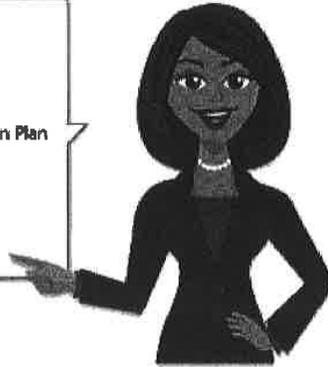
This Session Will Explain:

- The Spirit and Intent of Affirmative Action at Oracle,
- Oracle's Affirmative Action Policy, and
- Oracle's Affirmative Action Obligations and Responsibilities.

## 1.4 Agenda

### Agenda

- Introduction to Affirmative Action
- Affirmative Action Compliance
- Affirmative Action at Oracle
- OFCCP Compliance Reviews
- Components of an Affirmative Action Plan
- Oracle's Affirmative Action Strategy
- Summary
- Quiz
- Resources



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### Notes:

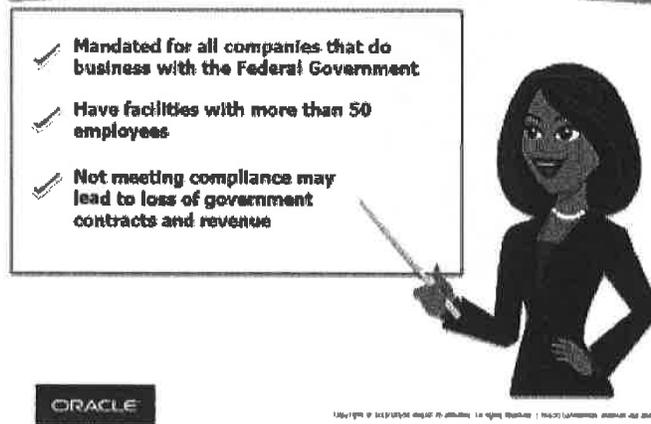
Our agenda includes:

- Introduction to Affirmative Action
- Affirmative Action Compliance
- Affirmative Action at Oracle
- OFCCP Compliance Reviews
- Components of an Affirmative Action Plan
- Oracle's Affirmative Action Strategy
- Summary
- Quiz
- Resources

## 2. Affirmative Action at Oracle

### 2.1 Introduction

#### Introduction to Affirmative Action



- ✓ Mandated for all companies that do business with the Federal Government
- ✓ Have facilities with more than 50 employees
- ✓ Not meeting compliance may lead to loss of government contracts and revenue

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#### Notes:

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.

Oracle's first contract was a government contract with the CIA. Today much of Oracle's business continues to be from government contracts. Not meeting OFCCP compliance may lead to loss of government contracts and a loss of revenue to Oracle.

## 2.2 Why Affirmative Action

### Why Affirmative Action?



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#### Notes:

Born of the Civil Rights movement four decades ago, Affirmative Action calls for minorities, women, individuals with disabilities, and protected veterans to be given access and consideration in all areas of employment decisions and with subcontracting opportunities. These groups are sometimes referred to as "protected classes" within Affirmative Action Plans.

Affirmative Action does not provide for quotas, preference, or reverse discrimination. The intent of Affirmative Action is to address the government's desire to increase employment opportunities and representation of these groups, promoting Equal Opportunity.

## 2.3 Affirmative Action Compliance

### Affirmative Action Compliance

Executive Order 11246

Section 503 of the Rehabilitation Act, 1973

VEVRAA

Click each guideline for a brief review.

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#### Notes:

As a federal contractor, Oracle has an obligation to ensure that its employment practices are compliant with government regulations and guidelines for federal contractors.

These regulations include

- Executive Order 11246
- Section 503 of the Rehabilitation Act of 1973
- The Vietnam Era Veteran's Readjustment Assistance Act of 1974 (VEVRAA)

Activity: Click each guideline for a brief review.

Executive Order 11246 prohibits federal contractors and subcontractors and federally-assisted construction contractors and subcontractors that generally

have contracts that exceed \$10,000 from discriminating in employment decisions on the basis of race, color, religion, sex, or national origin. It also requires covered contractors to take affirmative action to ensure that equal opportunity is provided in all aspects of their employment, and take affirmative steps to increase the pool of qualified applicants.

To return to the main screen, press X.

Section 503 of the Rehabilitation Act of 1973 prohibits discrimination and requires employers with federal contracts or subcontracts that exceed \$10,000 to take affirmative action to hire, retain, and promote qualified individuals with disabilities.

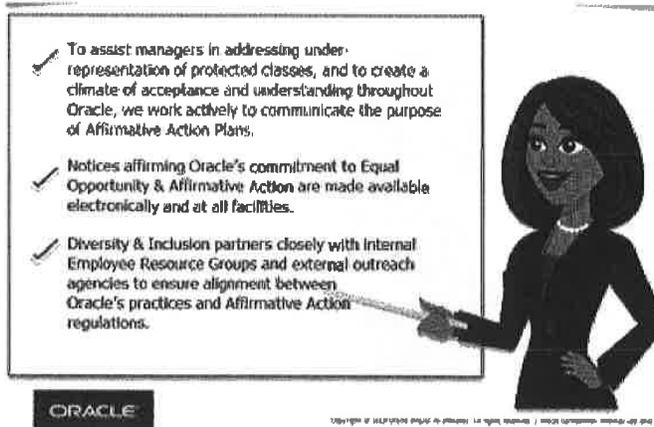
To return to the main screen, press X.

The Vietnam Era Veterans' Readjustment Assistance Act of 1974 requires covered federal government contractors and subcontractors to take affirmative action to employ and advance in employment specified categories of veterans protected by the Act and prohibits discrimination against such veterans. In addition, VEVRAA requires contractors and subcontractors to list their employment openings with the appropriate employment service delivery system, and that covered veterans receive priority in referral to such openings. Further, VEVRAA requires federal contractors and subcontractors to compile and submit annually a report on the number of current employees who are covered veterans. The affirmative action and mandatory job-listing provisions of VEVRAA are enforced by the Employment Standards Administration's Office of Federal Contract Compliance Programs (OFCCP) within the U.S. Department of Labor (DOL). DOL's Veterans' Employment and Training Service (VETS) administers the veterans' employment reporting requirement.

To return to the main screen, press X.

## 2.4 Affirmative Action at Oracle

### Affirmative Action at Oracle



#### Notes:

Oracle maintains Affirmative Action Plans (AAP) for U.S. sites with 50 or more employees and provides the necessary support to implement them effectively.

- 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.
- Notices affirming Oracle's commitment to Equal Opportunity and Affirmative Action are made available electronically and physically at all of the Oracle facilities.
- Lastly, Oracle's Diversity and Inclusion department partners closely with internal Employee Resource Groups and external outreach agencies to ensure alignment between Oracle's practices and Affirmative Action regulations.

## 2.5 Affirmative Action at Oracle

### Affirmative Action at Oracle



#### Notes:

Oracle makes a good-faith effort to increase the number of qualified applicants from protected classes in our employment application pool.

These protected classes include women, African Americans, Latinos, Asians, American Indians, individuals with disabilities, and Protected Veterans.

Oracle supports diverse events including conferences, career fairs, community outreach, and employee development opportunities in efforts to increase diversity representation in the applicant pool.

Together, Oracle will have the ability to maintain a positive compliance standing with the Office of Federal Contract Compliance (OFCCP).

**2.6 Amendments to VEVRAA and Section 503**

**Amendments to VEVRAA and Section 503**

Effective March 2014	VEVRAA	Section 503
Self-Identification Process	Self-identification of applicants pre and post offer	Self-identification of applicants pre and post offer and employee survey at least once every 5 years
Outreach & Good Faith Efforts	Document actions taken and the results from activity	Document actions taken and the results from activity
Equal Opportunity & Affirmative Action Policies	Available to applicants and employees; present in supplier/vendor contracts	Available to applicants and employees; present in supplier/vendor contracts
Benchmark Goals	5.7% Hiring Goal (Not a quota)	7% Utilization Goal (Not a quota)
Reasonable Accommodations	Ask and provide	Ask and provide

**Notes:**

The OFCCP made amendments to Section 503 and VEVRAA. This chart illustrates the major provisions of 503 and VEVRAA effective as of March 24, 2014. The purpose of the amendments is to improve employment opportunities for veterans and individuals with a disability. By setting measurable goals, these new requirements impact a great deal of HR/Manager/Recruiting activities.

It is important that key decision makers be aware of these provisions so that Oracle is able to maintain a positive compliance standing by addressing and maintaining documentation of good faith efforts in the achievement of Oracle's Affirmative Action goals.

Take a moment to review this table. Hover your mouse over each row to highlight the amendments.

Table Contents:

Row 1. Effective March 2014: Self-Identification Process. VEVRAA: Self identification of applicants pre and post offer. Section 503: Self-identification of applicants pre and post offer, and employee survey at least once every 5 years.

Row 2. Effective March 2014: Outreach and Good Faith Efforts. VEVRAA: Document actions taken and the results from activity. Section 503: Document actions taken and the results from activity.

Row 3. Effective March 2014: Equal Opportunity and Affirmative Action Policies. VEVRAA: Available to applicants and employees, present in supplier/vendor contracts. Section 503: Available to applicants and employees, present in supplier/vendor contracts.

Row 4. Effective March 2014: Benchmark Goals. VEVRAA: 6.7% hiring goal (not a quota). Section 503: 6.7% utilization goal (not a quota).

Row 5. Effective March 2014: Reasonable Accommodations. VEVRAA: Ask and provide. Section 503: Ask and provide.

## 2.7 OFCCP Compliance Reviews

### OFCCP Compliance Reviews

- The office of Federal Contract Compliance Programs (OFCCP) routinely performs audits of federal contractors, including Oracle.
- During an OFCCP audit, compliance is reviewed on a number of initiatives, including:
  - Current Affirmative Action Plan
  - Employment Practices
  - Reasonable Accommodations Policies
  - Outreach and Good Faith Efforts
  - Supplier/Vendor Programs



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#### Notes:

The Office of Federal Contract Compliance Programs (OFCCP) routinely performs audits of federal contractors, including Oracle.

During an OFCCP audit, the OFCCP compliance officers review compliance on a number of initiatives including:

- Current Affirmative Action Plan
- Employment Practices
- Reasonable Accommodations Policies
- Outreach and Good Faith Efforts
- Supplier or Vendor Programs

It is important that all managers with hiring or promotion responsibility be familiar with Oracle's practices and policies related to Equal Opportunity and

Affirmative Action. At the end of this course you will be provided with important links to Oracle practices and policies. Please take the time to visit these links to familiarize yourself with Oracle’s Diversity and Compliance programs.

## 2.8 OFCCP Compliance Reviews

### OFCCP Compliance Reviews



#### Notes:

The OFCCP takes several steps in order to better understand Oracle’s organization, practices, and policies.

- An OFCCP Audit or Compliance Review begins when a **compliance review notification** letter is received by an Oracle facility.
- Upon receipt, Oracle submits to the OFCCP a copy of its current **Affirmative Action Plan** for the selected location, as well as data on hires, promotions, termination, and employee compensation.

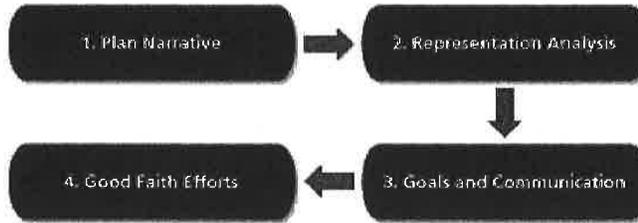


- The OFCCP will conduct its analysis of Oracle's AAP off-site. This is known as the **Desk Review**. The compliance officer may close the compliance review at the conclusion of the desk review unless indicators of discrimination/violation are found.
- OFCCP may also continue a review with additional **requests for information**. This can be done off-site or by coming on-site to an Oracle location.
- During the **on-site review**, the OFCCP may conduct employee interviews, take a facilities tour, and collect additional support documentation. The off-site or on-site compliance review will continue until a **closure letter** is issued by the OFCCP.

- If **technical violations** are found during the review, the closure letter will indicate those findings and the OFCCP will grant the company an opportunity to remedy those violations.
- If patterns of **discrimination** are found, the OFCCP will require remedial action and, in some cases, may take actions that could lead to the cancellation of contracts, denial of new contracts, or contractor debarment.

## 2.9 4 Major Components of Affirmative Action Plans

### 4 Major Components of Affirmative Action Plans



Click each button to learn more

#### Notes:

There are 4 major components to an Affirmative Action Plan. They include the Plan Narrative, the Representation Analysis Reports, Goals and Goals Communication, and Good Faith Efforts.

Click each button to learn more.

#### 1. Plan Narrative

The Plan Narrative describes how Oracle will implement its Affirmative Action Plan, names an executive sponsor, and addresses other concerns such as veteran and disability outreach.

To return to the main screen, press X.

#### 2. Representation Analysis

The job group and workforce analysis quantifies employee representation



within job categories such as professional, technical, sales, and administrative. Next, the Summary Analysis includes an estimate of the external and internal availability of protected classes in each job group and compares Oracle's representation against census availability within the local community and recruiting area. Through our Affirmative Action programs, we try to create programs that will help reflect the representation of protected classes at Oracle, consistent with their availability in the approximate skilled workforce. To return to the main screen, press X.

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### **3. Goals and Communication**

The Placement Goals and Goal Attainment report summarizes current year goals and the progress made toward the goals. Oracle Diversity and Inclusion communicates these goals on an annual basis to U.S. and U.S. Territory Managers, Managers not in the U.S. with direct reports in the U.S., and HR Personnel. Oracle's narrative AAP is available upon request.

To return to the main screen, press X.

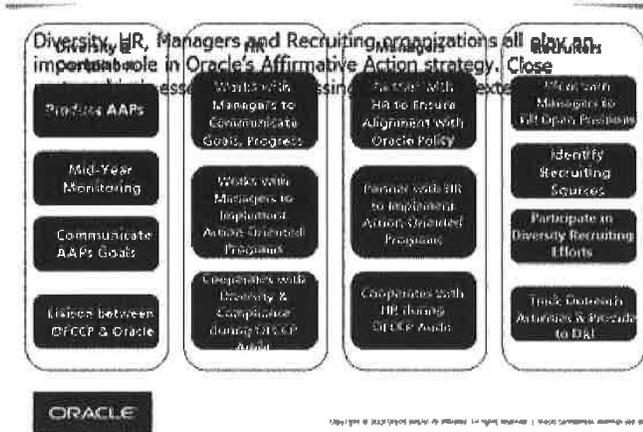
### **4. Good Faith Efforts**

OFCCP can request reports of Oracle's good faith efforts to support the current Affirmative Action program. Good faith activities demonstrate to the OFCCP that we are taking specific action to address areas of concern and our commitment to Equal Opportunity and Affirmative Action. Good faith efforts include training, recruiting, and advancement activities targeting minorities, women, protected veterans and individuals with disabilities. The OFCCP will not only assess the statistical pieces of the Affirmative Action Plan; they will thoroughly examine all components of the Affirmative Action Plan.

To return to the main screen, press X.

## 2.10 Affirmative Action Strategy

### Affirmative Action Strategy



#### Notes:

Diversity, HR, Managers and Recruiting organizations all play an important role in Oracle's Affirmative Action strategy. Close partnership is essential in addressing difficult and extensive OFCCP requests.

**Oracle Diversity and Compliance** produces Oracle's Affirmative Action Plans each year in January and communicates the plans to managers. Periodically, usually at mid-year, we monitor our progress. In addition, Diversity and Compliance works to promote inclusion by sponsoring training, diversity recruiting events, mentoring initiatives, and affinity groups within Oracle. Most importantly, Oracle's compliance group works as a liaison between Oracle and the OFCCP.

**Oracle Human Resources** works with appropriate managers to communicate organizational Affirmative Action goals and progress, and to implement



action-oriented programs within each organization. The compliance group works with HR to collect documentation or records the OFCCP may request during the compliance audit. Close cooperation is critical since tight deadlines are imposed by OFCCP during reviews.

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**Oracle managers** work closely with Human Resources to ensure that employment practices align to Oracle policy and vision. Managers typically work with HR to implement programs and support actions to address areas of under-representation. Just like with HR, managers may be required to provide documentation related to employment decisions. It is important that managers cooperate as needed since tight OFCCP deadlines are attached to each request.

**Oracle 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. Recruiters track good faith efforts and provide to the Diversity group for inclusion in Oracle's Affirmative Action Plan. It is important that recruiters cooperate as needed since tight OFCCP deadlines are attached to each request.

## 2.11 In Summary

### In Summary



- ✓ Contract compliance is important to Oracle's business.
- ✓ Diversity and Inclusion partners closely with various departments to ensure alignment between Oracle's practices and Affirmative Action regulations.
- ✓ Hiring managers, Recruiting and HR are important to Oracle's Affirmative Action strategy.
- ✓ The Diversity and Inclusion team will provide Oracle's narrative Affirmative Action Plan upon request and can answer your questions.
- ✓ Compliance violations can lead to debarment and a loss of revenue.

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### Notes:

In summary ...

- Contract compliance is important to Oracle's business. Recall that Oracle's first contract was a government contract.
- Diversity and Inclusion partners closely with various departments to ensure alignment between Oracle's practices and Affirmative Action regulations.
- Hiring Managers, Recruiting and Human Resources are key contributors to Oracle's Affirmative Action strategy and overall compliance.
- The Diversity and Inclusion team will make Oracle's narrative Affirmative Action Plan available upon request and can answer your questions.
- Compliance violations can lead to debarment and a loss of revenue.

### 3. Quiz

#### 3.1 Quiz

##### Course Quiz

Okay, now it's time for a quick quiz. Take your time and you can review your answers at the end.



#### Notes:

Okay, now it's time for a quick quiz. Take your time and you can review your answers at the end.



**3.2 Which of the following are NOT components of an Affirmative Action Plan?**

*(Choose multiple answers.)*

*(Multiple Response, 10 points, 1 attempt permitted)*

Which of the following are NOT components of an Affirmative Action Plan?  
(Choose multiple answers.)

- A. Hiring Quota
- B. AAP Narrative
- C. Representation Goals
- D. Selection Preference
- E. Workforce Analysis Report
- F. Good Faith Efforts



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Correct	Choice
X	A. Hiring Quota
	B. AAP Narrative
	C. Representation Goals
X	D. Selection Preference
	E. Workforce Analysis Report

F. Good Faith Efforts

**Notes:**

Which of the following are NOT components of an Affirmative Action Plan?

(Choose multiple answers.)

- A. Hiring Quota
- B. AAP Narrative
- C. Representation Goals
- D. Selection Preference
- E. Workforce Analysis Report
- F. Good Faith Efforts



**3.3 Which of these activities are part of OFCCP audits and/or your responsibility to ensure successful compliance reviews? (Choose multiple answers.)**

Which of these activities are part of OFCCP audits and/or your responsibility to ensure successful compliance reviews? (Choose multiple answers.)

- A. On-site campus tour
- B. Request for Diversity outreach list and documentation
- C. Ignore OFCCP compliance review notifications
- D. Request for EEO Policy
- E. Ignore OFCCP request from D&I Department
- F. Get rid of resumes for non-selected candidates



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Correct	Choice
X	A. On-site campus tour
X	B. Request for Diversity outreach list and documentation
	C. Ignore OFCCP compliance review notifications
X	D. Request for EEO Policy
	E. Ignore OFCCP request from D&I Department
	F. Get rid of resumes for non-selected candidates



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**Notes:**

Which of these activities are part of OFCCP audits and/or your responsibility to ensure successful compliance reviews? (Choose multiple answers.)

- A. On-site campus tour
- B. Request for Diversity outreach list and documentation
- C. Ignore OFCCP compliance review notifications
- D. Request for EEO Policy
- E. Ignore OFCCP request from D&I Department
- F. Get rid of resumes for non-selected candidates

**3.4 It is HR's responsibility to work with managers to create action-oriented strategy addressing Affirmative Action Goals Representation.**

It is HR's responsibility to work with managers to create action-oriented strategy addressing Affirmative Action Goals Representation.

- True
- False

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Correct	Choice
X	True
	False

**Notes:**

It is HR's responsibility to work with managers to create action-oriented strategy addressing Affirmative Action Goals Representation.

True / False



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**3.5 Managers do not need to document reasons for selection/non-selection of applicants and hires.**

Managers do not need to document reasons for selection/non-selection of applicants and hires.

True

False



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Correct	Choice
	True
X	False

**Notes:**

Managers do not need to document reasons for selection/non-selection of applicants and hires.

True / False



- B. Diversity and Inclusion
- C. Recruiting
- D. Managers

**3.7 Which department is responsible for communicating with the OFCCP?**

Which department is responsible for communicating with the OFCCP?

- A. Recruiting
- B. Diversity and Inclusion
- C. Managers
- D. Human Resources

Correct	Choice
	A. Recruiting
X	B. Diversity and Inclusion
	C. Managers
	D. Human Resources

**Notes:**



resources.

## 4. Resources

### 4.1 Resources

#### Resources

For More Information on Oracle's EEO, Affirmative Action, and Diversity Inclusion Policies, Visit our Internal Web Sites

[A Message from Joyce Westerdahl, SVP, Human Resources](#)

[U.S. Diversity & Inclusion Compliance Site](#)

[Handbook Affirmative Action Policy](#)

[Handbook Equal Employment Opportunity Policy](#)

[Policy Regarding Individuals with Disabilities, Vietnam Era Veterans and Other Protected Veterans](#)

[U.S. Diversity and Inclusion Site](#)

[Other Compliance Training Courses](#)



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#### Notes:

For more information on Oracle's EEO, Affirmative Action, and Diversity Inclusion policies visit our internal Web sites listed here and in the resources tab of this course:

[A Message from Joyce Westerdahl, SVP, Human Resources](#)

[U.S. Diversity & Inclusion: Compliance Site](#)

[Handbook Affirmative Action Policy](#)

[Handbook Equal Employment Opportunity Policy](#)

[Policy regarding individuals with disabilities, Vietnam Era veterans and other protected veterans](#)

[U.S. Diversity and Inclusion Site](#)

[Other Compliance Training Courses](#)

## 4.2 Congratulations

### Congratulations!

In order to complete this course, please click the "Your Readiness" option in the iLearning frame.

It may take up to 24 hours for your completion to be reported.

Make sure to visit the [Employee Training Reporting Dashboard](#) to ensure you have completed all necessary compliance training.



### Notes:

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### 4.3 Final Slide

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