



AFFIRMATIVE ACTION PLAN ADOPTED BY CorTech LLC

**AS REQUIRED UNDER TITLE 29, CODE OF FEDERAL REGULATIONS, PART 30
AMENDED MAY 12, 1978 DEVELOPED IN COOPERATION WITH THE
U. S. DEPARTMENT OF LABOR OFFICE OF APPRENTICESHIP**



SECTION I - INTRODUCTION

The Sponsor enters this Affirmative Action Plan (AAP) with good faith for the purpose of promoting equality of opportunity into its Registered Apprenticeship Program. The Sponsor seeks to increase the recruitment of qualified women and/or minorities for possible selection into the apprenticeship program in the event women and/or minorities are underutilized in the apprenticeship program. The Sponsor hereby adopts the following nondiscriminatory pledge and the AAP.

This Plan is a supplement to the Apprenticeship Standards. Any changes made by the Sponsor will become part of this written AAP, once approved by the Registration Agency.

SECTION II - EQUAL OPPORTUNITY PLEDGE

The Sponsor commits to the following Equal Opportunity Pledge:

“The recruitment, selection, employment, and training of apprentices during their apprenticeship, shall be without discrimination because of race, color, religion, national origin, or sex. The Sponsor will take affirmative action to provide equal opportunity in apprenticeship and will operate the apprenticeship program as required under Title 29 of the Code of Federal Regulations, part 30.”

SECTION III - UTILIZATION AND ANALYSIS, GOALS AND TIMETABLES

In order to allow positive recruitment and full utilization of minorities and women in the apprenticeship program, the Sponsor pledges to identify outreach efforts under Section IV which will be undertaken. The purpose of the analysis is to determine the minority and women’s labor force in the Sponsor’s labor market area. Once the labor force is determined, the Sponsor can determine if deficiencies exist in terms of underutilization of minorities and/or women in the occupations registered with the Registration Agency. (See attached Affirmative Action Plan Workforce Analysis Worksheet)

SECTION IV - OUTREACH AND POSITIVE RECRUITMENT

The Sponsor’s AAP includes the following “checked” outreach and positive recruitment efforts that would reasonably be expected to increase minority and women’s participation in apprenticeship by expanding the opportunity of minorities and women to become eligible for apprenticeship selection. **Once those efforts have been checked, the Sponsor will set forth the specific steps they intend to take under each identified effort.** The Sponsor will identify **a significant number of activities** in order to enable it to meet its obligation under Title 29, CFR part 30.4(c).

A. X An announcement of specific apprenticeship openings must be announced on the sponsor's website, located at www.cor-tech.net, of the earliest date for application at each interval to the following agencies/organizations:

- Registration Agency
- Women's Organizations/Centers
- Local Schools
- Employment Service Centers
- One Stop Centers
- Vocational Education Schools
- Other Organizations/Centers (which can effectively reach minorities and women)
- Newspapers (which are circulated in the minority community and among women)

The announcement will include the nature of the apprenticeship, requirements for admission to apprenticeship, availability of apprenticeship opportunities, sources of apprenticeship applications, and the Sponsor's equal opportunity policy. The period for accepting applications as established by the Sponsor is: Can vary on a job requirement to job requirement basis. Being a temp labor operation, some job requirements vary in time to close.

B. X Participation in annual workshops conducted by employment service agencies for the purpose of familiarizing school, employment service and other appropriate personnel with the apprenticeship program and current opportunities.

C. X Cooperation with school boards and vocational educational systems to develop programs for preparing students to meet the standards and criteria required to qualify for entry into the apprenticeship program.

D. X Internal communication of the Sponsor's equal opportunity policy should be conducted in such a manner to foster understanding, acceptance, and support among the Sponsor's various officers, supervisors, employees, and members, and to encourage such persons to take the necessary action to aid in meeting its obligation under Title 29, CFR part 30.

E. X Engaging in programs such as outreach for the positive recruitment and preparation of potential applicants for apprenticeships; where appropriate and feasible, such programs will provide for pre-testing experience and training. In initiating and conducting these programs, the Sponsor may be required to work with other Sponsors and appropriate community organizations. The Sponsor will also initiate programs to prepare women and encourage women to enter traditionally male programs. 2008 Master Group Non Joint Guideline Standards
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F. X Encouraging the establishment and utilization of programs of pre-apprenticeship, preparatory trade training, or others designed to afford related work experience or prepare candidates for apprenticeship. The Sponsor will make appropriate provisions in its AAP to assure that those who complete such programs are afforded full and equal opportunity for admission into the apprenticeship program.

G. Utilizing journey workers to assist in the implementation of affirmative action in the apprenticeship program.

H. X Granting advance standing or credit on the basis of previously acquired experience, training, skills, or aptitude for all applicants equally.

I. X Other appropriate action to ensure that the recruitment, selection, employment, and training of apprentices during their apprenticeship will be without discrimination because of race, color, religion, national origin, or sex (e.g., general publication of apprenticeship opportunities and advantages in advertisements, industry reports, articles, etc., use of present minority and women apprentices and journey workers as recruiters; career counseling; development of reasonable procedures to ensure employment opportunity, including reporting systems, on-site reviews, briefing sessions).

(Identify Action:) We utilize all standard tools and means to ensure that the recruitment of talent is based without discrimination due to race, color, religion, national origin, or sex



SECTION V - ANNUAL REVIEW OF AFFIRMATIVE ACTION PLAN

The Sponsor will make an annual review of its current AAP and its overall effectiveness and institute any revisions or modifications warranted. The review will analyze (independently and collectively) the affirmative action steps taken by the Sponsor for evaluating the positive impact, as well as the adverse impact in the areas of outreach and recruitment, selection, employment, and training. They will work diligently to identify the cause and affect that result from their affirmative action measures. The Sponsor will continually monitor these processes in order to identify the need for a new affirmative action effort and/or deletion of ineffective existing activity(ies). All changes to the AAP must be submitted to the Registration Agency for approval. The Sponsor will continually monitor the participation rates of minorities and women in the apprenticeship program in an effort to identify any type of underutilization. If underutilization exists, corrective action will be immediately implemented. The goals and timetables also will be reviewed periodically as determined by the Registration Agency and updated where necessary.



SECTION VI - OFFICIAL ADOPTION

CorTech LLC hereby officially adopts this Affirmative Action Plan on 09/01/2009.

SIGNATURE OF SPONSOR

Vincent Rossy

PRINTED NAME

Sponsor(s) may designate the appropriate person(s) to sign the Standards on their behalf. 2008 Master Group Non Joint
Guideline Standards Appendix C - 7



AFFIRMATIVE ACTION PLAN WORKFORCE ANALYSIS WORKSHEET

A. SPONSOR INFORMATION Program Number: 0001	
Name of Sponsor: CorTech LLC	
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