Conducting a Self-Audit: Will You Be Ready When the Government Comes Knocking At Your Door?

September 23, 2020

Housekeeping Tips

- If you have Zoom issues, please email kacie@directemployers.org.

- Questions can be asked using the Q&A panel and will be read aloud at the end of the session.

- Today's webinar is being recorded and will be sent via email within a few days.

- This session has also been submitted for HRCI and SHRM credits. Please email kacie@directemployers.org to obtain credit information.

- Don't forget to complete the post-event survey at the end of the webinar!

- Want more compliance updates? Sign up for text alerts by texting compliance to 55678.

Last but not least…
Use #DEchat to tweet during the event!

Webinar Description

In this one-hour Zoom Webinar, Candee Chambers and Tony Perkins, will discuss how and what to do in designing an AAP self-audit program to ensure compliance and audit-readiness!

Besides the fact that contractors are being required to *implement* an internal audit system to determine and report on the effectiveness of their programs, company management also may be interested in knowing how well the program is working to support the company's diversity and inclusion efforts.

Our discussion will cover some basic questions about a self-audit program including, Who should be involved? What should be reviewed? and What should be done with the information.

This Webinar will also be interactive and will allow for 30 minutes of questions from audience participants.

Webinar Hosts

Candee Chambers

HR Professional with Tactical AAP Experience Managing 100 Audits with No Conciliation Agreements

Tony Perkins

Industry-Recognized Employment Law Attorney, Expert Advisor & Hands-On AAP Developer
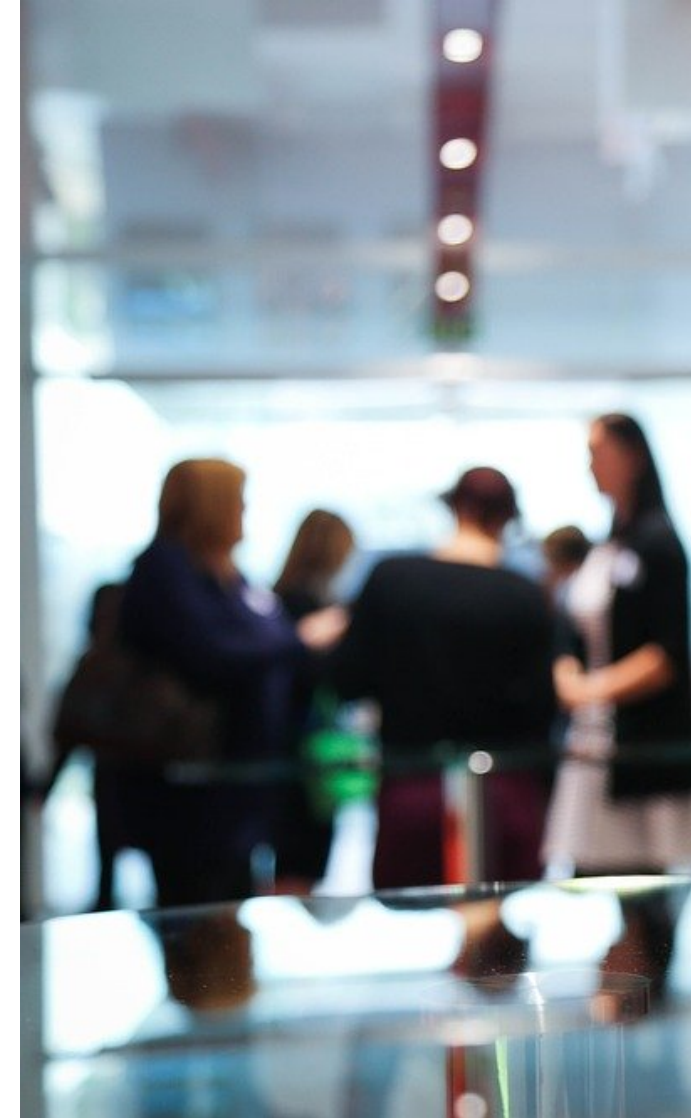
Why Should We Do This?

- *Audit-Readiness!*

- **Compliance**
  (§60-2.17(d) - Internal Audit and Reporting System)

- **Self-analysis**
  We want to know how we look

Who Should Be Involved in the Audit?

- ❑ **HR/EEO Staff?**

- ❑ **Legal Counsel?**

- ❑ **Internal Audit staff?**

- ❑ **Outside Consultant?**

  OFCCP-type Mock Audit?

What Should the Audit Cover?

❑ **AAP Content**

-Required sections

-Acceptable

❑ **§60-2.17 Additional required elements**

-Identification of Problem Areas

-Action-oriented Programs

-Internal Audit and Reporting

❑ **AAP Goals**

-Recurring goals

-Progress to Goals Report

Employment Policies and Programs

❑ EEO/AA/D&I policy dissemination – internal and external

❑ Recruitment and Selection

  -Diversity outreach

  -Diversity applicant pools

  -Diversity interviews/hires

  -Applicant data

  -Adverse impact

❑ Self-ID Process

❑ Recordkeeping

❑ Promotion/Transfer policies

  -What is a promotion?

  -Job posting

  -Pay

❑ Compensation

-Starting pay

-Pay equity analysis

❑ Job descriptions

❑ Training and development

❑ Discipline policies

❑ Leave policies

When Should I Do a Self-Audit?

☐ Before a OFCCP Compliance Evaluation?

☐ Annually?

☐ Mid-Year AAP Update?

What To Do with the Information

❑ Maintain confidentiality

❑ Deliver work product to Legal Counsel

Protect against disclosure in litigation

-Analyses

-Compensation

-Potential problem areas

❑ Management

-AAP Goals Progress Report

-Recommended policy and process changes

Questions?